



2009

Selected Works Manual

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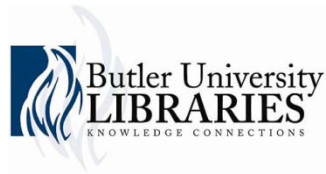


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Selected Works Manual

Created by: Kenetha J. Frisby
Butler University Libraries
Spring 2009

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Introduction

Selected Works is a product of bepress™ that produces “value-enhanced” profile pages for faculty members and selected staff members. These pages provide direct access to the faculty member’s publications using links to outside web sites or databases that provide access, links to archived copies of publications in Digital Commons (our institutional repository), or files attached directly to the Selected Works page itself (used for photographs of art works). Any publications that will be archived in Digital Commons must have permission from the copyright holder to enter it in the repository.

This manual provides instructions for creating Selected Works pages and for adding content to those pages, including the copyright permission process. The Table of Contents can help you to navigate this document. All entries in the Table of Contents are hyperlinked to the actual section. To activate the hyperlinks, hold down your Ctrl key and select the desired topic. Within in the instructions, there are hyperlinks that will take you to additional information you may need or will take you to the next step you must follow based on the results of the current step. To use those hyperlinks, hold down the Ctrl key and select the link.

To access Digital Commons or Selected Works, use the following links, or navigate to these pages using the Digital Commons link on the Library home page.

- [Digital Commons \(http://digitalcommons.butler.edu/\)](http://digitalcommons.butler.edu/)
- [Selected Works \(http://digitalcommons.butler.edu/sw_gallery.html\)](http://digitalcommons.butler.edu/sw_gallery.html)

You will note that the faculty members in the Selected Works gallery are shown in alphabetical order by last name. Before creating Selected Works sites, it can be helpful to view existing sites to see the kinds of information that has been entered for other faculty members.

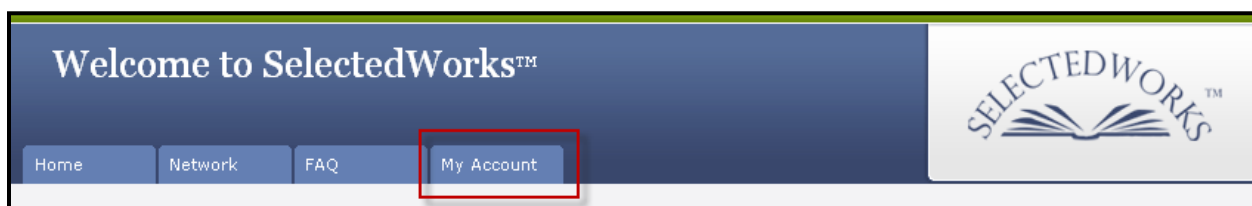
Creating a Selected Works Page

Introduction

A Selected Works page can be created for a faculty member once they submit a CV to us. This section describes how to create a new Selected Works Page, enter the faculty member's information, and set all of the proper settings for the page. This should be completed before any publications or other works are added. The addition of publications and other works are described in later sections.

Creating an Account

If you have not already created an account in Selected Works, you will need to do this first. Go to the main [Selected Works \(http://works.bepress.com/\)](http://works.bepress.com/) page. Select the My Account tab at the top of the page, shown below.



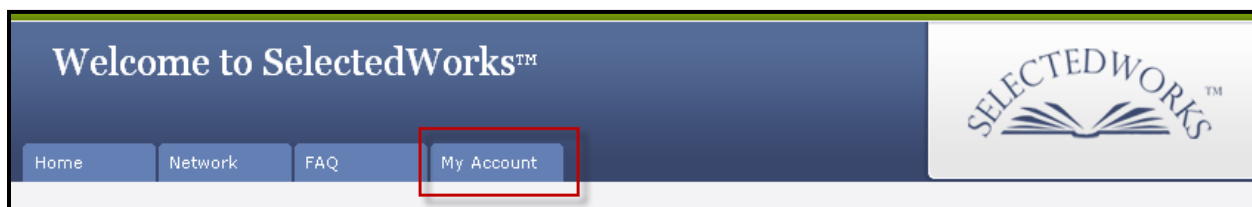
Select the Create a Free Account option, shown below.

A screenshot of the user creation page on the SelectedWorks website. The header is dark blue with the 'SelectedWorks' logo on the left and the 'SELECTEDWORKS™' logo on the right. Below the header is a navigation bar with tabs for 'Home', 'Network', 'FAQ', and 'My Account'. The 'My Account' tab is active. The main content area has a light gray background. It starts with the text 'New User?' followed by a blue link 'Create a FREE account' which is highlighted with a red rectangular box. Below this is the text 'Existing User? Please log in here.' followed by a login form. The form has two input fields: 'EMAIL ADDRESS:' and 'PASSWORD:'. Below the password field is a blue link 'Forget your password?'. At the bottom of the form is a 'Log In' button and a checkbox labeled 'Remember me next time'.

Complete the resulting form. Be sure to enter Butler University as your institution. When complete, select the Sign up button. Your e-mail address and the password you chose will be used to log in. This step only needs to be completed once.

Logging into Selected Works

Once you have created your account, go to the main [Selected Works](http://works.bepress.com/) (<http://works.bepress.com/>) page. Select the My Account tab at the top of the page, shown below.



Enter your e-mail address and password in the appropriate fields and select Log In.


A screenshot of the SelectedWorks login page. The header shows 'SelectedWorks' and the logo. The navigation bar includes 'Home', 'Network', 'FAQ', and 'My Account'. Below the navigation bar, there are links for 'New User? Create a FREE account' and 'Existing User? Please log in here.' The login form contains two input fields: 'EMAIL ADDRESS:' and 'PASSWORD:'. Both fields are highlighted with a red rectangular box. Below the password field is a link for 'Forgot your password?'. At the bottom of the form is a 'Log In' button and a checkbox labeled 'Remember me next time'.

This will take you to your My Account page which lists all the pages for which you are editor, as shown below. The accounts are listed in alphabetical order by first name (this is different than how they are shown on the actual Selected Works site). If you need editing privileges for a faculty member that is not currently listed on your My Account page, ask Project Manager to add you as an editor. The process for [adding an editor](#) is described in this manual.

For each faculty member for which you are an editor, you can choose View My Site to see what the Selected Works page looks like, or you can choose Edit My Site to make changes to the site. Instructions for editing are given in this manual.

SelectedWorks

[Home](#)[Network](#)[FAQ](#)[My Account](#)



[Log Out](#)

My Account

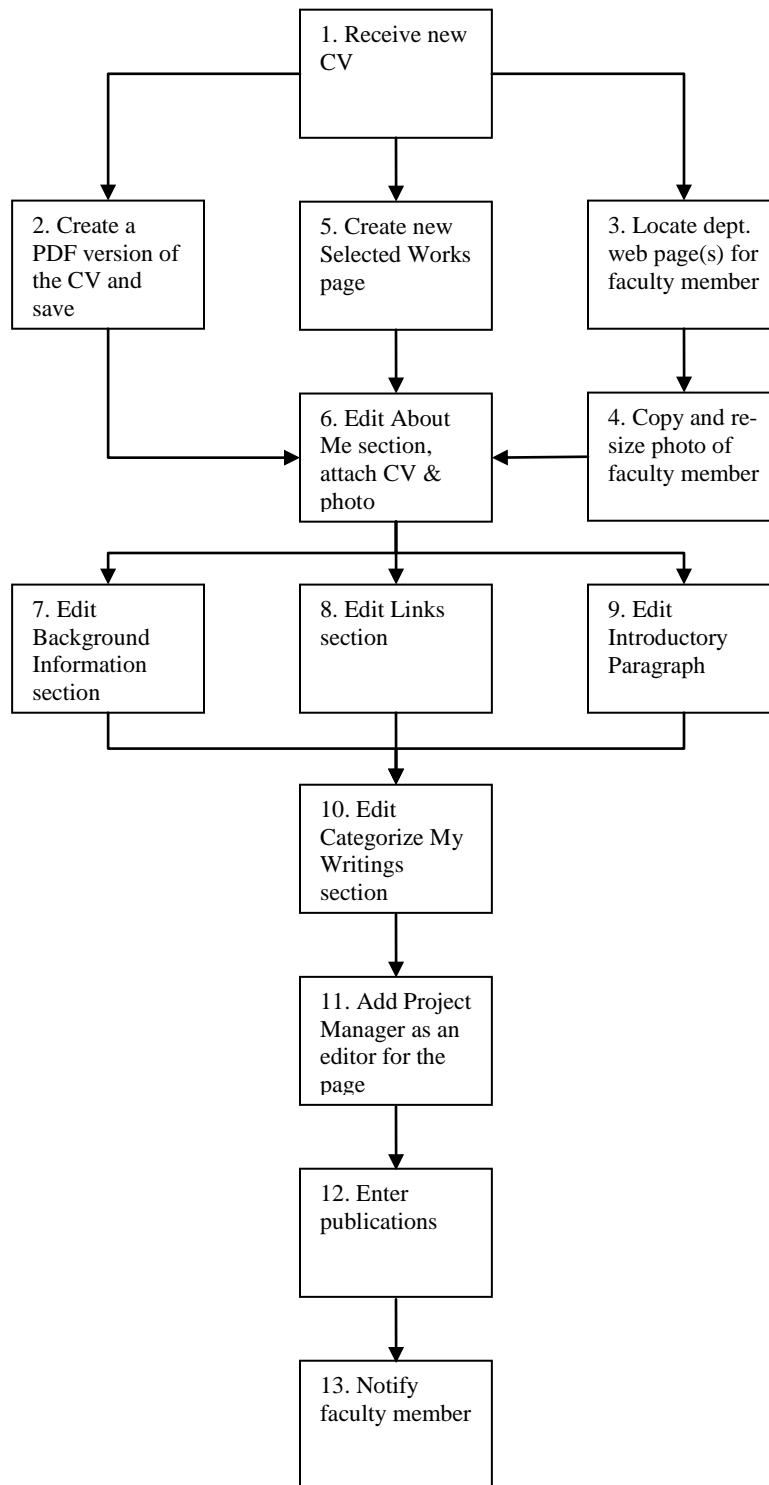
KENETHA FRISBY <KFRISBY@BUTLER.EDU>	ACCOUNT SETTINGS
Edit Profile	Change password, affiliation, or contact information
Research Alerts	Change e-mail notifications and manage e-mail preferences

BRAD S. MATTHIES	SITE MANAGEMENT TOOLS	ACTIVITY
View My Site	View your public site.	Total Subscribers: 3
Edit My Site	Add to your site or make changes (everything but the URL is customizable)	Last updated 04/07/2009

CHAD M. BAUMAN	SITE MANAGEMENT TOOLS	ACTIVITY
View My Site	View your public site.	Total Subscribers: 2
Edit My Site	Add to your site or make changes (everything but the URL is customizable)	Last updated 03/09/2009

This is the page from which you will do all editing of Selected Works sites and creating new Selected Works sites.

Flowchart for Creating a Selected Works Page



Instructions for Creating a Selected Works Page

1. Receive new CV

The receipt of a faculty member's CV is the first step in process. If the CV was provided in Word, save the Word version of their CV to the Selected Works CVs folder. If the CV was provided as a PDF file, save the PDF version of the CV to the Selected Works CVs folder, and skip to step 3. If the CV was provided as an HTML document, skip this step and go to step 2.

If you have a choice of format in which you receive the CV, request the Word format. This format is the easiest one from which to cut and paste the publication information that you will need.

2. Create a PDF version of the CV and save

If the CV was provided in Word, print to a PDF version using the [PDF print option in Word 2007](#) or using [PrimoPDF](#) and save it in the Selected Works CVs folder with the Word version. If the CV was provided in an HTML format (as a web page), print to a PDF document in the same way that you would a Word document using the Print function in your browser to select [PrimoPDF](#) as your printer. Be sure to use Print Preview to verify that it will print the way you wish (e.g., portrait vs. landscape).

3. Locate departmental web page(s) for the faculty member

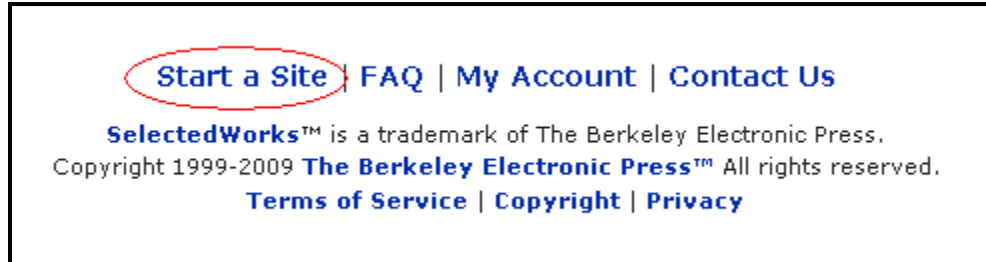
Search the Butler University web site (www.butler.edu) to locate the web site for the faculty member's department. This may or may not also provide a link to a personal web site for that faculty member. Use the department web site to record the faculty member's official title, contact information (if not provided on the CV), and obtain a picture of the faculty member. It may also be possible to locate an introductory paragraph, areas of expertise, and other information relevant to the faculty member from this source, particularly if the faculty member has a personal page available.

4. Copy and re-size photo of faculty member

Unless the faculty member has provided a photo separately, [copy the photograph](#) from the departmental web page and save in the Selected Works photos folder. [Re-size the photograph](#) to the proper height-to-width ratio and save the re-size version. All photographs must be re-sized to the proper ratio regardless of whether they were provided by the faculty member or obtained from a web page. Failure to re-size photographs to the proper ratio will cause them to appear distorted in the Selected Works site.

5. Create new Selected Works page

To create a new Selected Works page, you must first sign in to Selected Works and go to the My Account tab. Scroll to the bottom of the My Account page, and select Start a Site.



You will be required to enter an access code. Enter the appropriate access code as shown below, and select Submit Code.

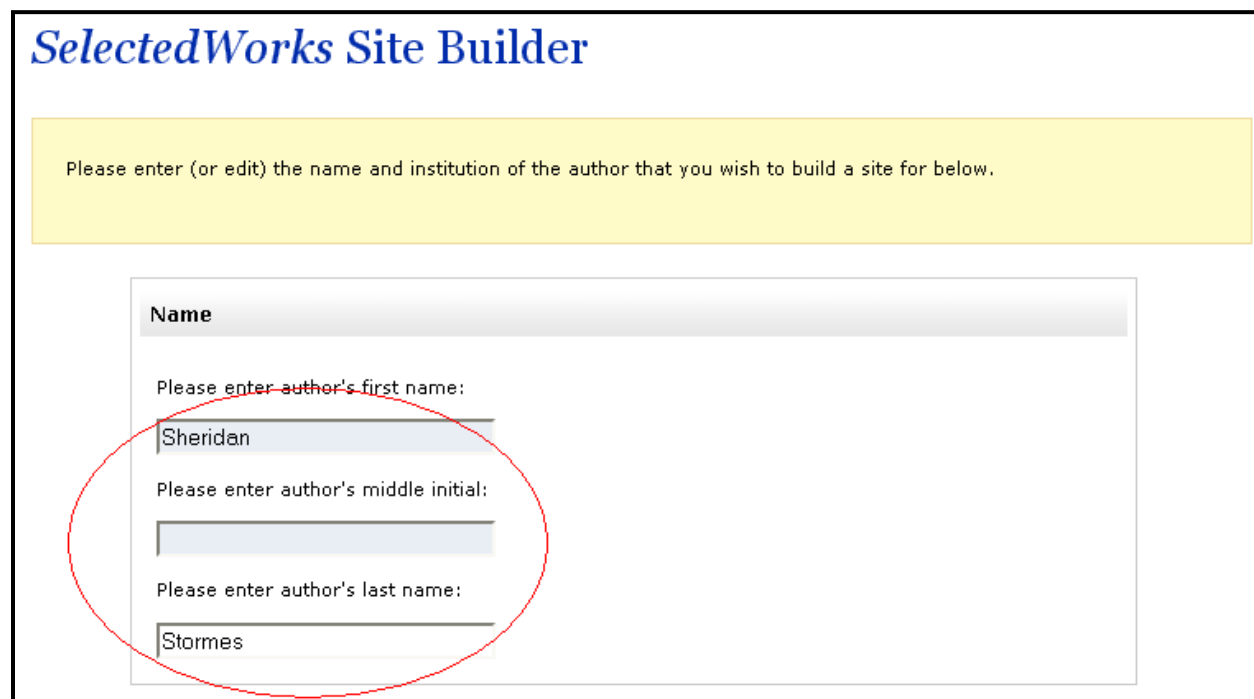
A screenshot of the 'SelectedWorks Site Builder' interface. At the top, the title 'SelectedWorks Site Builder' is displayed in blue. Below it, a yellow box contains the text: 'You need an access code to build a SelectedWorks site.' and a link: '[Request an Access Code](#)'. Below the yellow box, there is a form titled 'Access Code'. Inside the form, the text reads: 'If you have an access code, please enter it here:'. Below this text is a text input field (circled in red) and a 'Submit Code' button.

You will now be asked for an e-mail address for the person *for whom you are creating the page*. (Note: this is the e-mail of the faculty member, not your own e-mail.) Enter the Butler University e-mail address for this person. It is important that this e-mail address is correct, so using cut-and-paste from the person's CV or departmental web page is recommended in order to avoid accidental mistakes. Select Submit Email.



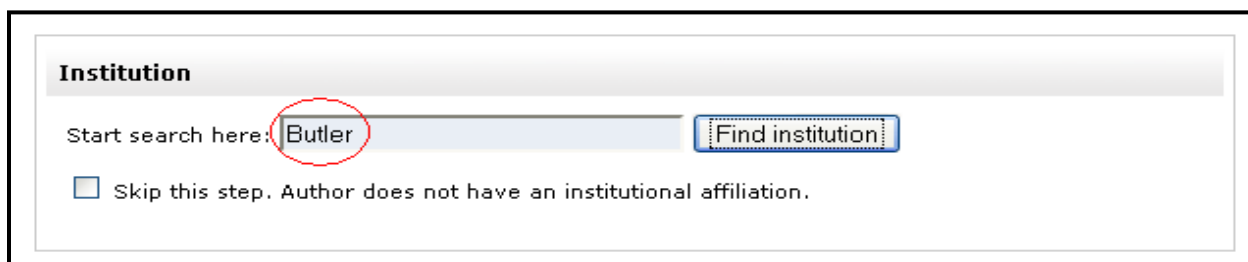
The screenshot shows the 'SelectedWorks Site Builder' interface. At the top, the title 'SelectedWorks Site Builder' is displayed in blue. Below the title is a form titled 'Email Address' in a grey header. The form contains the instruction 'Enter the email address of the author that you wish to build a site for:'. Below this instruction is a text input field containing the email address 'sstormes@butler.edu', which is circled in red. To the right of the input field is a blue button labeled 'Submit Email'.

On the next screen, enter the faculty member's name in the first section of this screen as shown below. Use the fullest version of the person's name that is listed in the publication list in the CV. (For example, in the case below, Sheridan is used instead of Sheri because she has published with her full first name. If any of her publications had listed a middle initial, that middle initial would have been included in the second field below.)



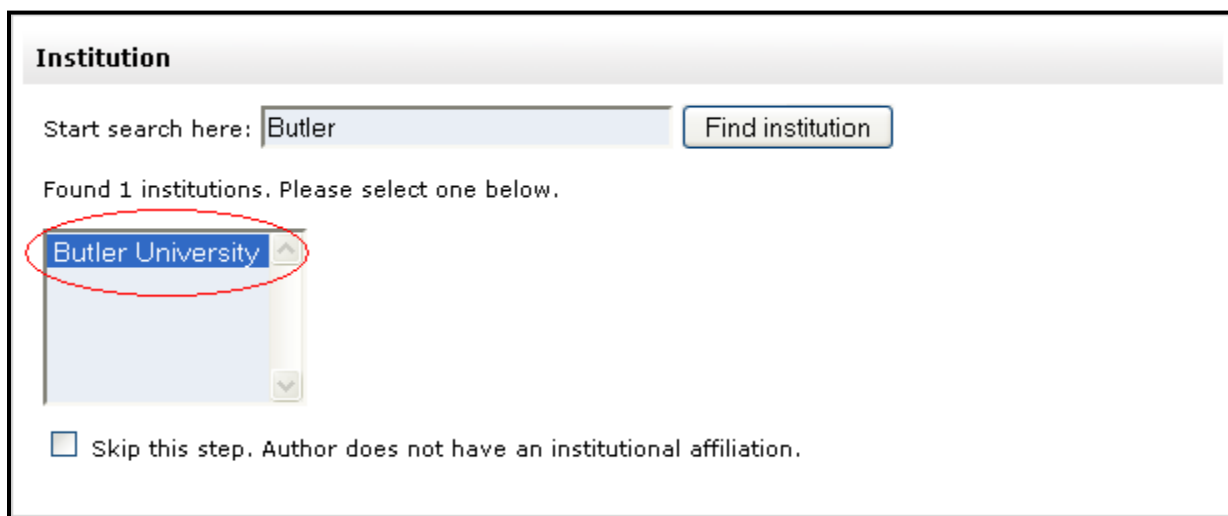
The screenshot shows the 'SelectedWorks Site Builder' interface. At the top, the title 'SelectedWorks Site Builder' is displayed in blue. Below the title is a yellow banner with the instruction 'Please enter (or edit) the name and institution of the author that you wish to build a site for below.'. Below the banner is a form titled 'Name' in a grey header. The form contains three input fields: 'Please enter author's first name:' with the value 'Sheridan', 'Please enter author's middle initial:' with an empty field, and 'Please enter author's last name:' with the value 'Stormes'. The first and last name fields are circled in red.

In the next section of the screen, enter Butler into the field, and select Find institution.



The screenshot shows a web form titled "Institution". It contains a text input field with the word "Butler" entered, and a button labeled "Find institution" to its right. Below the input field is a checkbox labeled "Skip this step. Author does not have an institutional affiliation." The word "Butler" in the input field is circled in red.

The screen will refresh and show Butler University highlighted as shown below. Ensure that Butler University is highlighted. Do NOT check the box by Skip this step.



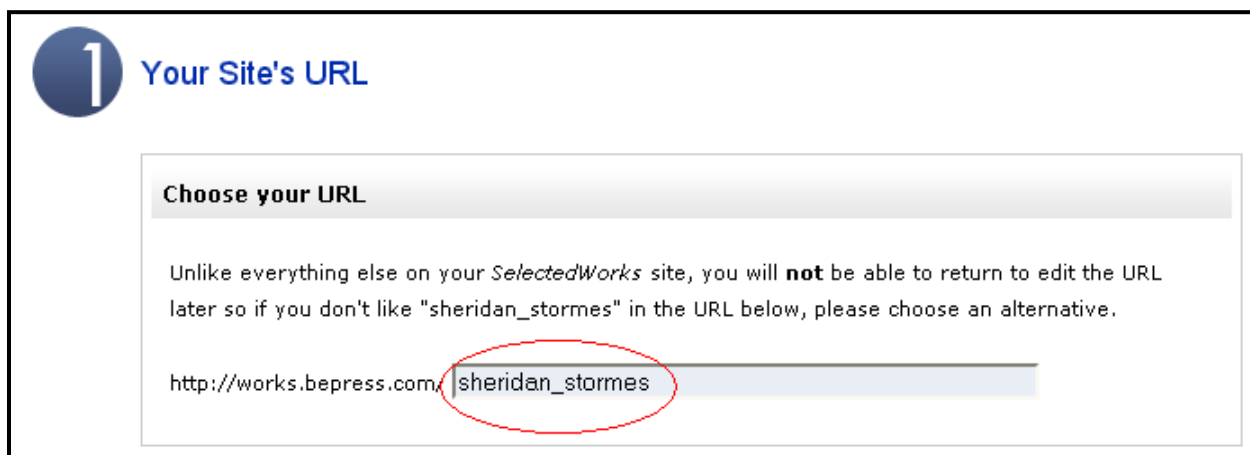
The screenshot shows the same "Institution" form after a search. The text input field now contains "Butler University" and is circled in red. Below the input field, it says "Found 1 institutions. Please select one below." and there is a dropdown menu showing "Butler University" as the selected option. The "Find institution" button is still present. Below the dropdown is the same checkbox: "Skip this step. Author does not have an institutional affiliation."

In the last section of the screen, select Save Details. Do NOT check the box by "Notify author by email?" This would send an automatic message to the faculty member every time you update the page. It is better to wait until the page is complete, and send one explanatory e-mail notification regarding what is completed on the page and what will be updated later.



The screenshot shows a section with a checkbox labeled "Notify author by email?" which is unchecked. Below the checkbox is a button labeled "Save Details".

In the first part of the next screen, you will choose the URL for this Selected Works page. The software will automatically suggest a URL that consists of the faculty member's first name and last name separated by an underscore as shown below. This is the only setting than cannot be changed later, so it is important to verify that the spelling is correct at this point. Our standard format for all URLs will be `firstname_lastname` (all in lowercase). In the case of compound names (e.g., Harry van der Linden), combine all "last names" into a single word (e.g. `harry_vanderlinden`) for the URL.



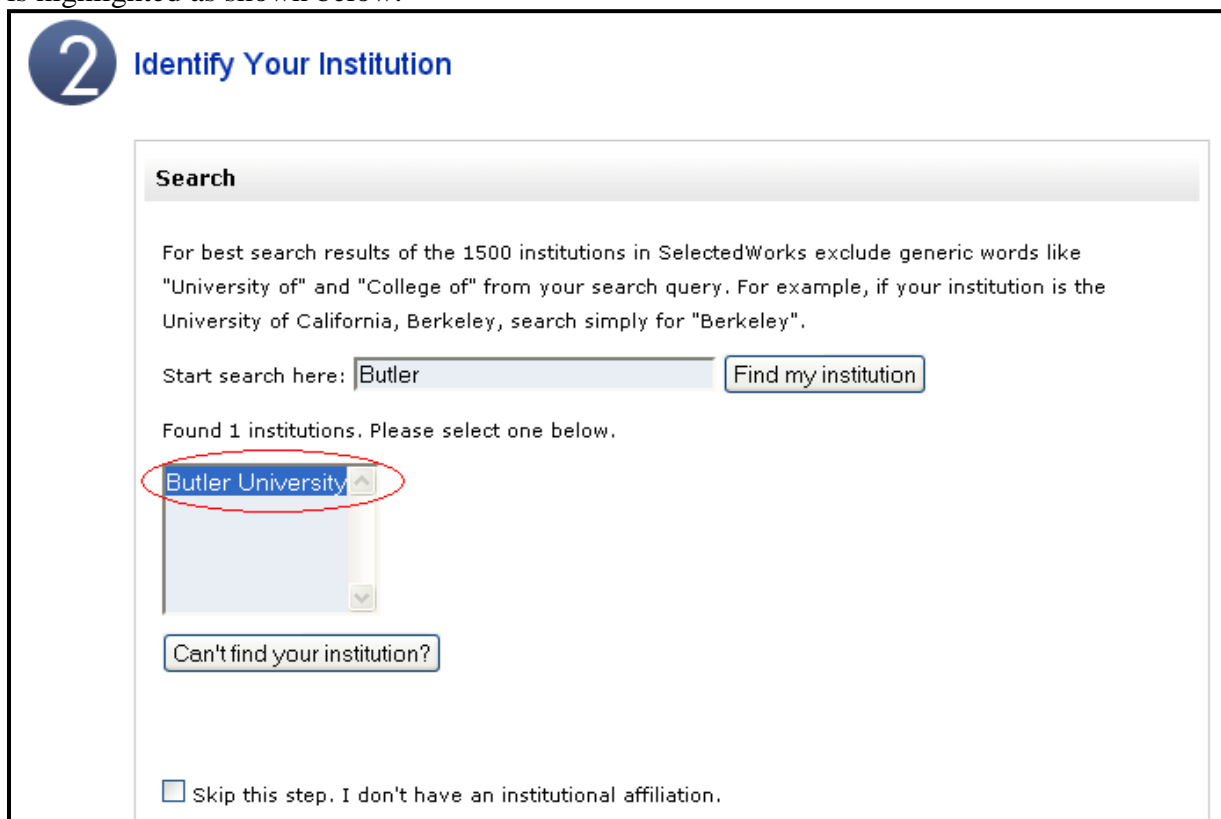
1 Your Site's URL

Choose your URL

Unlike everything else on your *SelectedWorks* site, you will **not** be able to return to edit the URL later so if you don't like "sheridan_stormes" in the URL below, please choose an alternative.

`http://works.bepress.com/`

The next section should already be filled in from the page before. Verify that Butler University is highlighted and that the check box is NOT selected. If this section is blank, repeat the steps from the previous screen to enter Butler University as the institution and ensure that Butler University is highlighted as shown below.



2 Identify Your Institution

Search

For best search results of the 1500 institutions in SelectedWorks exclude generic words like "University of" and "College of" from your search query. For example, if your institution is the University of California, Berkeley, search simply for "Berkeley".

Start search here:

Found 1 institutions. Please select one below.

☐ Skip this step. I don't have an institutional affiliation.

In the next section of this screen, you will choose the academic field for this faculty member. To find the appropriate academic field, expand the areas on the right as needed to navigate to finer detail. When in doubt, you broader areas rather than more detailed ones (e.g., use Political Science instead of Political theory, which is a subdiscipline listed under Political Science). When you have chosen an academic field, highlight it and click on the Select button to move that entry to the box on the left side of the screen. If you wish to remove an entry from the left side of the screen, highlight it and select the Remove button. More than one field may be selected, if necessary.

3

Pick Your Academic Field(s)

Academic field(s) are required to index your site.

Available:

Architecture

Arts and Humanities

Business

Education

Engineering

Aerospace Engineering

Biomedical Engineering and Bioengineering

Chemical Engineering

Civil and Environmental Engineering

Computational Engineering

Computer Engineering

Select »

« Remove

Selected:

Information and Library Science

In the final section of this screen, check the box and select Build Site Now to create the Selected Works page for this faculty member.

☐ By checking the box you agree to the *SelectedWorks* [Terms of Service](#) and [Privacy Policy](#)

Build Site Now

The Selected Works page for this person will automatically appear after this step, so you can begin adding content to the page.

6. Edit About Me section, attach CV & photo

You should now be viewing the faculty member's Selected Works page as shown below.

Upload Content Edit My Site View Site Reports Mailings My Editors My Account

Selected Works of Sheridan Stormes

Author Home Browse Subjects Browse Article Types

■ Congratulations! You can now begin populating your SelectedWorks site.

■ Once all changes/edits are made, click 'Update Site' to request that your changes be made visible. (You will be notified by e-mail once the update is complete.)

Update Site

Edit My Intro Paragraph

Tell readers about yourself and provide context for the scholarship you are promoting.

Categorize My Writings

We leave it up to you to decide how to organize your Selected Works.

Edit My Photo

Join My Mailing List

Enter email here Sign Up

Edit About Me

Sheridan Stormes

Butler University

Contact Information

Edit My Background Info

Select the Edit About Me button on the right side of the screen. This will open a new About Me form. The Full Name of the faculty member will already be filled in from the information previously entered. First, enter the person's Butler University e-mail address as entered previously. Enter the official Butler University title for this faculty member, as located on the web page for the department located in step 3. If this person has more than one title (e.g., Professor of Religion and McGregor Professor of the Humanities), enter the titles in separate rows with the most descriptive one first. Do NOT enter a second institution or any titles related to a second institution even if these are listed on the person's CV.

Save Changes Cancel

About me

Note: We cloak your e-mail address to prevent spam

Full Name: Sheridan Stormes

Email address: sstormes@butler.edu

Institution: Butler University [Change institution](#)

Titles and Affiliations: Music & Fine Arts Librarian [New Row](#) [Delete](#)

[New Row](#) [Delete](#)

2nd Institution:

In the next section, enter the Butler University address and phone number for the person as shown below. Do NOT provide personal addresses or phone numbers even if they are listed on the person's CV.

Enter the PDF version of the person's CV by selecting the Browse button next to the Curriculum Vitae (PDF) box and use the resulting pop-up to navigate to that file in the Selected Works CVs folder; select the appropriate file and select open. The file location and name will now appear in the field as shown below.

Enter the person's photo by selecting the Browse button next to the Photo (JPEG or GIF) box and use the resulting pop-up to navigate to that file in the Selected Works photos folder; select the appropriate file and select open. The file location and name will now appear in the field as shown below.

Contact Info: Butler University Libraries
4600 Sunset Ave.
Indianapolis, IN 46208
317-940-9218

Curriculum Vitae (PDF): C:\Documents and Settings\ [Browse...] No file present

Photo (JPEG or GIF): C:\Documents and Settings\ [Browse...] [Download photo.jpg](#)

In the final section of the page, the academic field should already be completed from information you entered in a previous step. Verify that this is correct. Select the Save Changes button to return to the Selected Works page for this person.

Select Disciplines

Available:

- + Architecture
- + Arts and Humanities
- + Business
- + Education
- + Engineering
- + Law
- + Life Sciences
- + Medicine and Health Sciences
- + Physical Sciences & Mathematics
- + Social and Behavioral Sciences

Selected:

Information and Library Science

[Select »](#) [« Remove](#)

[Save Changes](#) [Cancel](#)

On the person's Selected Works page, the photo you uploaded should now appear in the blue area on the right side of the screen (as shown at right).

The person's title should also appear, and the links to the person's contact information and CV should now appear and be activated. Click on these links to ensure that both work properly.

In the main body of the page, select the Update Site button (shown below) that appears below the list of changes you made to the page in order to update the person's Selected Works site. This essentially refreshes the page on the server. It will also send you an e-mail when the update is complete. You can continue working while this is happening; there is no need to wait for the e-mail before progressing to the next step.



If any information in the About Me section needs to be updated later, select the Edit About Me button to return to the About Me screen to make any necessary changes.

Join My Mailing List

[Enter email here](#) [Sign Up](#)

[Edit About Me](#)

Sheridan Stormes
Butler University

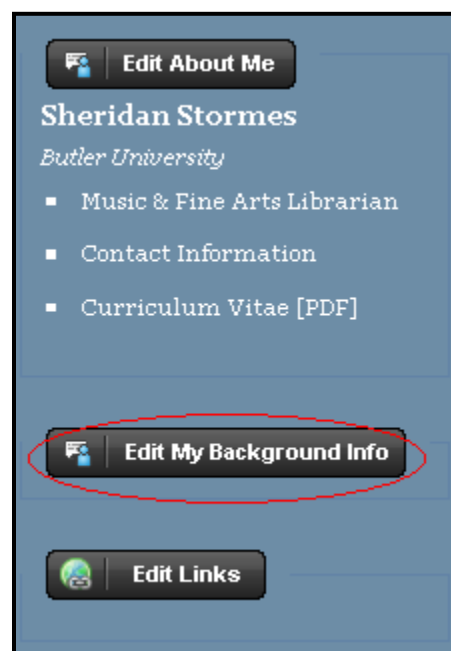
- [Music & Fine Arts Librarian](#)
- [Contact Information](#)
- [Curriculum Vitae \[PDF\]](#)

7. Edit Background Information section

Select the Edit My Background Info button (shown at right) in the blue area on the right side of the screen to go to the My Background entry screen.

Enter the person's Areas of Expertise (see below). These may be located on the person's departmental web site or on their CV. If additional rows are needed, use the New Row button to add a row. Try to keep the list of Areas of Expertise to five items or fewer, if possible. If no Areas of Expertise are located either place, leave this area blank for now and request that the faculty member provide this information directly to you during step 13 for you to add later.

Do NOT enter any Courses/Seminars for the faculty member even if they have provided this information. This information can change too frequently to be worth our time in trying to keep the Selected Works page current, therefore we have decided not to use this feature.



 A screenshot of the 'My Background' form. At the top, there are navigation tabs: 'Upload Content', 'Edit My Site', 'View Site', 'Reports', 'Mailings', 'My Editors', and 'My Account'. Below the tabs, there are 'Save Changes' and 'Cancel' buttons. The main section is titled 'My Background'. It contains two main sections: 'Areas of Expertise' and 'Courses/Seminars'. The 'Areas of Expertise' section has two rows: 'Music Librarianship' and 'Fine Arts Librarianship', each with a 'New Row' and 'Delete' button. The 'Courses/Seminars' section has a table with columns for 'Course/Seminar Name' and 'URL (e.g. http://www.website.com)', with two empty rows and 'New Row' and 'Delete' buttons for each.

In the next section, enter the person's Honors and Awards (see below). These may be located on the person's departmental web site or on their CV. If additional rows are needed, use the New Row button to add a row. Try to keep the list of Honors and Awards to five items or fewer, if possible. If no Honors and Awards are located either place, or if you need to faculty member to choose their top five items in cases where more are listed, leave this area blank for now and

request that the faculty member provide this information directly to you during step 13 for you to add later.

Honors and Awards	
Alpha Lambda Delta (Scholastic Honorary)	New Row Delete
Beta Phi Mu (International Library Science)	New Row Delete
Phi Kappa Phi (Scholastic Honorary)	New Row Delete

The final section on this page is the Select Disciplines area that has already been completed. Skip this section and select the Save Changes button to return to the main Selected Works page for this person.

The Areas of Expertise and the Honors and Awards that were entered should now show up in the blue area on the right side of the screen (see right).

In the main body of the page, select the Update Site button (shown below) that appears below the list of changes you made to the page in order to update the person's Selected Works site. This essentially refreshes the page on the server. It will also send you an e-mail when the update is complete. You can continue working while this is happening; there is no need to wait for the e-mail before progressing to the next step.



If any information in the My Background section needs to be updated later, select the Edit My Background Info button to return to the My Background screen to make any necessary changes.

8. Edit Links section

To enter any relevant links on that person's Selected Works page, click the Edit Links button in the blue area on the right side of the screen as shown at right above. This will open a new page (shown below) where Favorite Links can be entered. Provide a Label to appear on site in the first field and the URL in the second field for each entry. The label should be a short descriptive phrase that will appear on the Selected Works page. If additional rows are required, use the New Row button to add more rows.

Try to keep the list of Links to five items or fewer, if possible. All links added should be related to the person's scholarly endeavors. Some examples include professional associations

Expertise

- Library Science: art history, dance, media arts, music, theatre
- Music, especially vocal music and singers' diction

Honors & Awards

- Alpha Lambda Delta (Scholastic Honorary)
- Beta Phi Mu (International Library Science Honorary)
- Phi Kappa Phi (Scholastic Honorary)
- Pi Kappa Lambda (Music/Scholastic Honorary)
- Sigma Alpha Iota (Music Honorary)

(particularly if the faculty member holds an office in the association), the department's web site or affiliated pages, or blogs related to a book they have published. Try to avoid personal web pages not affiliated with their department, if possible. If the faculty member has not provided any suggested links that they would like to have added, request that the faculty member provide this information directly to you during step 13 for you to add later.

Label to appear on site	URL (e.g. http://www.website.com)		
JCFA Profile for Sheridan St	http://www.butler.edu/music	New Row	Delete
JCFA Bio for Sheridan Storn	http://www.butler.edu/music	New Row	Delete
Music Library Association	http://www.musiclibraryasso	New Row	Delete
		New Row	Delete

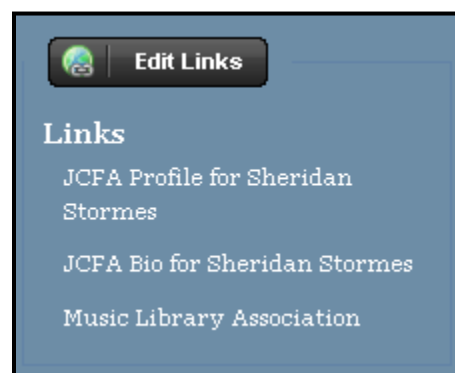
The final section on this page is the Select Disciplines area that has already been completed. Skip this section and select the Save Changes button to return to the main Selected Works page for this person.

The Links that were entered should now show up in the blue area on the right side of the screen (see right).

In the main body of the page, select the Update Site button (shown below) that appears below the list of changes you made to the page in order to update the person's Selected Works site. This essentially refreshes the page on the server. It will also send you an e-mail when the update is complete. You can continue working while this is happening; there is no need to wait for the e-mail before progressing to the next step.



If any information in the Links section needs to be updated later, select the Edit Links button to return to the Links screen to make any necessary changes.



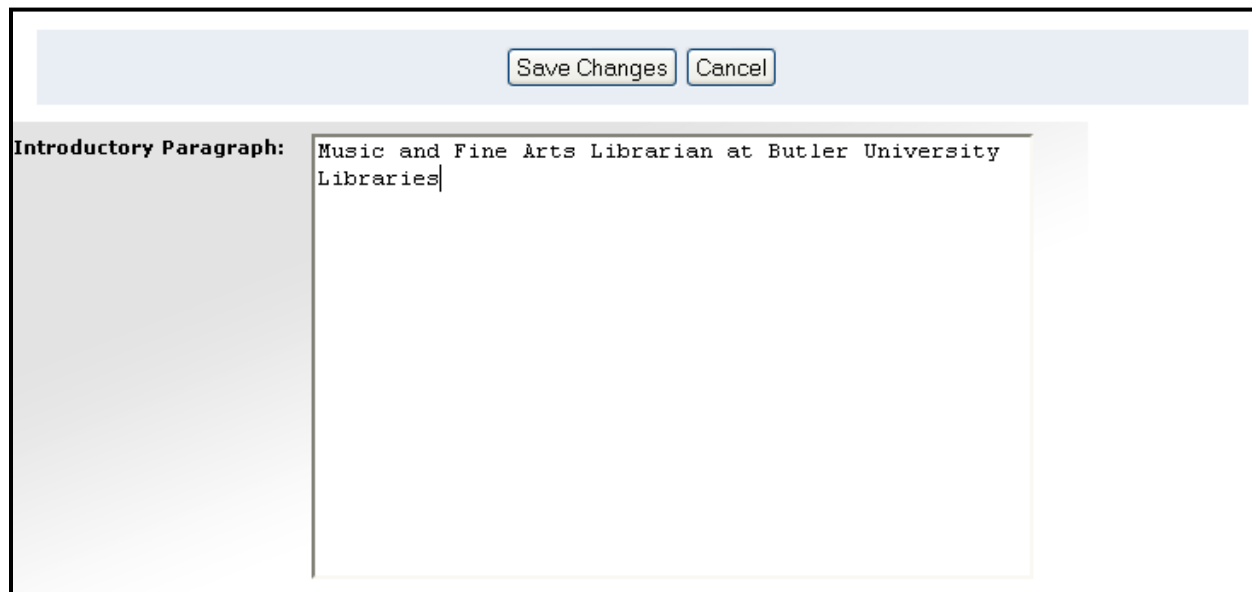
9. Edit Introductory Paragraph

In the main body of the page, click on the Edit My Intro Paragraph button, as shown below.

Edit My Intro Paragraph

Tell readers about yourself and provide context for the scholarship you are promoting.

This will open a new screen that will allow you to enter an introductory paragraph about the faculty member. There may be one of these located on the departmental web site you located in step 3. If you are unable to locate one and the faculty member has not provided one, enter the faculty member's title as shown below.

A screenshot of a web form titled "Introductory Paragraph:". The form has a light blue header bar with "Save Changes" and "Cancel" buttons. The main area is a text input field with the text "Music and Fine Arts Librarian at Butler University Libraries" entered. The text is in a monospaced font, and the cursor is at the end of the line.

Introductory Paragraph: Music and Fine Arts Librarian at Butler University Libraries

The final section on this page is the Select Disciplines area that has already been completed. Skip this section and select the Save Changes button to return to the main Selected Works page for this person.

The paragraph that was entered should now show up on the Selected Works page.

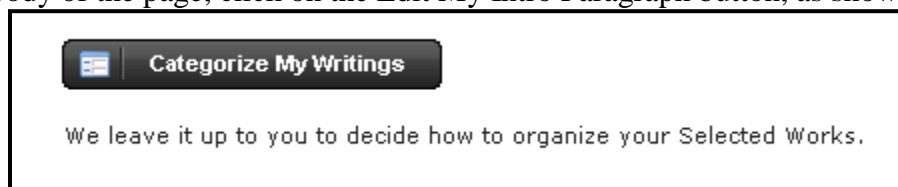
In the main body of the page, select the Update Site button (shown below) that appears below the list of changes you made to the page in order to update the person's Selected Works site. This essentially refreshes the page on the server. It will also send you an e-mail when the update is complete. You can continue working while this is happening; there is no need to wait for the e-mail before progressing to the next step.



If the Introductory Paragraph section needs to be updated later, select the Edit My Intro Paragraph button to return to the Introductory Paragraph screen to make any necessary changes.

10. Edit Categorize My Writings section

In the main body of the page, click on the Edit My Intro Paragraph button, as shown below.



This will open a new screen that will allow you to set the categorization options for the Selected Works page. First, select the radio button by Organize my homepage by document type, as shown below.

Categorize My Writings

You may display your documents on your homepage by **subject headings** or by **document types**. Select the corresponding radio button below to set your default display.

☐ Organize my homepage by subject headings

Subject headings allow you to classify your papers with your own unique subject areas. [example](#)

My Subject Headings:

☒ Organize my homepage by document type

Change the label of your document types if the default label does not fit your needs. [example](#)

Next, change the Custom Label by popular_press to Reviews, as shown below. All others will remain as is. This keeps all document types standardized across all Selected Works pages.

DOCUMENT TYPE	CUSTOM LABEL
article	Articles
book	Books
book_contribution	Contributions to Books
popular_press	Reviews
unpublished_paper	Unpublished Papers
presentation	Presentations
other	Other

The final section on this page is the Select Disciplines area that has already been completed. Skip this section and leave the “Show 2-line abstract preview?” check box selected. Select the Save

Changes button to return to the main Selected Works page for this person. The options you selected are now saved.

In the main body of the page, select the Update Site button (shown below) that appears below the list of changes you made to the page in order to update the person's Selected Works site. This essentially refreshes the page on the server. It will also send you an e-mail when the update is complete. You can continue working while this is happening; there is no need to wait for the e-mail before progressing to the next step.



If the Categorize My Writings section needs to be updated later, select the Edit Categorize My Writings button to return to the Categorize My Writings screen to make any necessary changes.

11. Add Project Manager as an editor for the page


Project Manager should be added as an editor for all pages so that there is always a back-up person with editor access to all pages in case it is necessary. In order to this, select the My Editors icon at the top of the screen, as shown below.



This will open a new screen that lists the current editors for the page (this should be you and the faculty member for whom you are creating a page) and has a place for you to add new editors. Enter Project Manager's e-mail address and first and last name in the appropriate boxes, as shown below. Select Save Changes to add Project Manager to the list.

A screenshot of the "My Editors" screen. At the top is a blue header with the text "My Editors". Below the header is a section titled "Allow others to edit your information and upload papers." followed by the instruction "Uncheck to remove administrators (you cannot remove yourself)." Below this are two entries: "Kenetha Frisby <kfrisby@butler.edu>" and "Sheridan Stormes <ssstormes@butler.edu>". Below these entries is a section titled "To add someone, add the information below:" followed by three input fields: "Email:" with the value "bmatthie@butler.edu", "First name:" with the value "Brad", and "Last name:" with the value "Matthies". At the bottom right are two buttons: "Save Changes" and "Cancel".

This will refresh the page with Project Manager now on the list (see below). Note that there is now a check box next to Project Manager's name. If you ever need to remove an editor, you can uncheck the box next to that person's name and select Save Changes to remove that person. You cannot delete yourself, and the faculty member for whom the page has been created cannot be removed.



To return to the main page, select the Edit My Site button at the top of the screen, as shown below.



12. Enter publications

Follow the instructions in the [Adding Publications to a Selected Works Page](#) section or the [Adding Presentations, Performances, and Art Work](#) section to add one or more items to the Selected Works page. The Selected Works page will not appear in the Selected Works gallery until there is at least one publication (or other work) added to the page. Therefore, it is best to add at least one publication before notifying the faculty member that the page has been created.

13. Notify faculty member

Once the Selected Works page is complete and at least one publication (or other work) has been added to the page, it will usually take approximately 24 hours for the site to be updated and the new page added to the Selected Works gallery. In the meantime, the direct link to the page will be live. To get this link, use the View Site button on the top tool bar to see what the page will look like in Selected Works (without the editing options showing). The URL on this new page will be the link directly to the faculty member's page.



Once the faculty member's Selected Works page appears in the gallery, e-mail the faculty member to let him or her know that their page has been started. Send the URL to the Selected Works page that you created. Be sure to state that more items will be added over time. (If you decide to notify the faculty member before the page has been added to the gallery, let them know when to expect it to be added to the gallery.) This is also a good opportunity to ask for any missing information (e.g., areas of expertise, introductory paragraph, links). Copy Project Manager on these notifications to faculty members so he is aware of new pages that have been created.

A sample e-mail is provided below. This will obviously need to be customized for each faculty member, as appropriate for each situation.

Dear Dr. Valliere,

I have started your Selected Works page based on the CV you gave to Lewis Miller. Your page is located at http://works.bepress.com/paul_valliere/. It will take about 24 hours for the site to be updated so that it will be visible in the main gallery (http://digitalcommons.butler.edu/sw_gallery.html), but you can view it at the link I provided above until that time.

I have added links to all of your publications that we have access to at Butler. I have also added links to the catalog entries for books in cases where we already know that the publisher's policy will not allow us to place a copy of the article in the repository. I have begun working on the requests to the publishers to ask for permission to add all other publications to the repository and will contact you for copies of the publications (if you have them) as those permissions arrive. If you do not have copies, I can obtain them via interlibrary loan.

Please let me know if you would like me to make any changes to your page, or if you would like to have anything added. In particular, please let me know if you would like to add

- An introductory paragraph
- A list of honors and awards (five or fewer please)
- A list of links to relevant web sites (five or fewer please).

You may get ideas from the other Selected Works pages in the Gallery for things that you would like to have on your page.

Thank you for agreeing to work with us. Please let me know if you have any questions.

Adding Publications to a Selected Works Page

Introduction

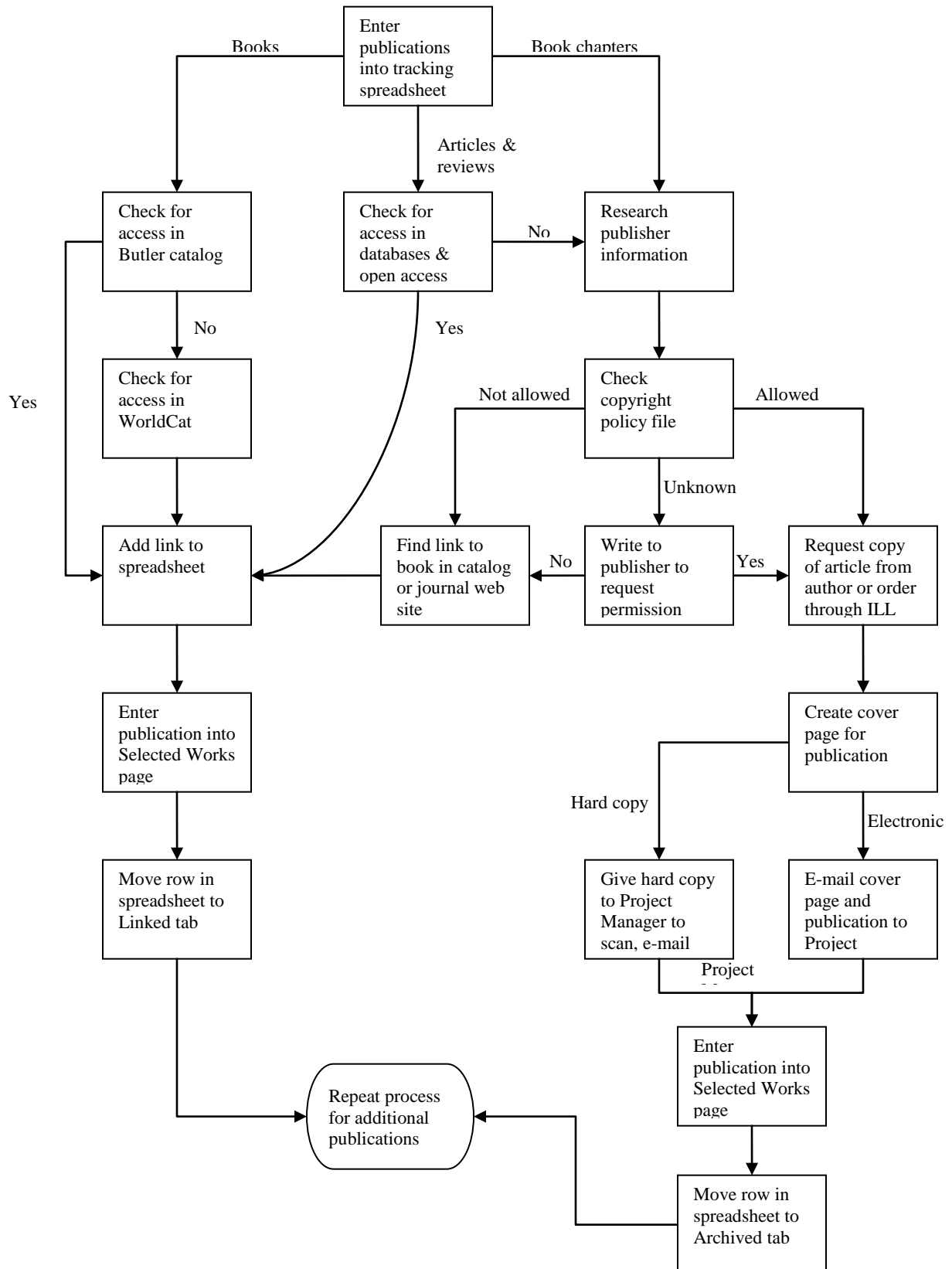
This section describes the addition of print publications (journal articles, reviews, books, and book chapters) to a Selected Works page. For other types of works, see the [next major section](#).

Selected Works is designed to include scholarly works related to the faculty member's field of study. Self-published titles and materials unrelated to the field of study for which the faculty member is employed at Butler University should not be included. If there is any question regarding the suitability of a given item for inclusion in Selected Works, see Project Manager. He can refer the questionable item to the selection committee for further review if he is unable to make a decision himself.

There are many details to keep track of while performing this process. Tracking spreadsheets for each college have been created to help store all of this information. These spreadsheets can be found in the shared area. There is also a blank version available in case a new spreadsheet (e.g., for Administration) is ever needed. Throughout this section, there will be instructions that dictate how to use this spreadsheet. One thing to keep in mind is that it is very helpful to enter as much information as possible in the Notes column of the spreadsheet for all entries. This saves time by preventing you from needing to search for information (like a web site or e-mail address) more than once and by keeping all of the information regarding a given publication in one place for future reference, if it is ever needed.

This process involved a number of decision points where different steps can be taken depending on the outcome of a given step (for example, whether permission to archive an article is given by the copyright holder). The flowchart in the [following section](#) attempts to show the different possible avenues the process can take. In addition, as you follow the instructions, hyperlinks to the next step in the process depending on the outcome of the current step are supplied in order to facilitate your progress through the process.

Flowchart for Adding Publications to a Selected Works Page

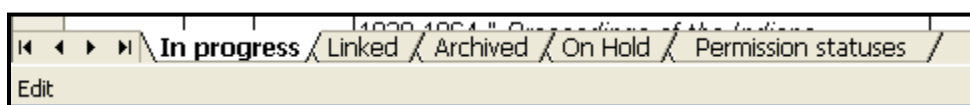


Instructions for Adding Publications to a Selected Works Page

Enter publications into tracking spreadsheet

The publications on the faculty member's CV will need to be entered into the appropriate tracking spreadsheet for the college to which this faculty member belongs (LAS, CBA, COPHS, Education, JCFA, or Library). Open the appropriate spreadsheet in the shared area.

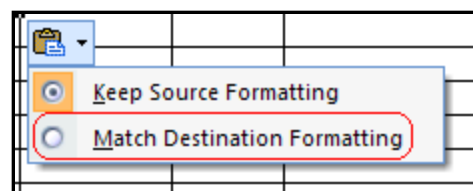
Each of the spreadsheets is constructed in the same manner. There are five tabs in each spreadsheet (as shown below). The first four (In progress, Linked, Archived, and On Hold) are the same. The final tab (Permission statuses) is a tab that holds information related to the formatting of the drop down menus in the other tabs. This final tab should only be used if changes are required to the drop down menus. Instructions for changing drop down menus for Excel fields are located in [Appendix B](#).



The first four tabs all have eight columns (Faculty member, Year, Article type, Article citation, Permission status, Linked?, Notes, and Link), as shown below. Each tab is formatted in the same way, but used for different purposes to aid in organization. The In Progress tab is where publications are initially added, and they remain there through processing until they have been entered on the faculty member's Selected Works page. When publications are added to a Selected Works page, the entries for those publications are moved to other tabs, as appropriate. This will be described later.

	A	B	C	D	E	F	G	
1	Faculty member	Year	Article type	Article citation	Permission status	Linked?	Notes	Link

First, add the citations from the faculty member's CV to the Article Citation column. One publication should be entered in each row. The fastest way to do this is using cut-and-paste, but when the entry is pasted into Excel, it will paste it using the format from the source document (CV). After the information has been pasted, be sure to use the pull down menu from the icon that appears next to the pasted cell and select Match Destination Formatting. This will use the formatting of the Excel spreadsheet, but all text that belongs in italics will need to be re-set to italics.



Enter the faculty member's name in the format "last name, first name" in the Faculty member column. If the middle initial of the faculty member is known, enter that as part of the name also.

Enter the year of the publication in the Year field. Use the drop down menu in Article type to select the proper type. To view the drop down options, highlight the field and a small downward arrow will appear in the bottom left corner. Select the arrow and choose the correct option.

Set the Permission status field for all entries to Investigating using the drop down menu for that field. Set the Linked? field for all entries to “no” using the drop down menu for that field. The other columns (Notes and Link) will be filled in later.

Repeat the above steps for all publications on the faculty member’s CV.

If there are items on the faculty member’s CV that are forthcoming (not yet in print), [move these entries](#) to the On hold tab until they have been published.

Books

We have made the decision not to add entire books to the repository. Books will be added by linking the entry to an appropriate catalog. If the book is in the Butler catalog, that is preferred. If the book is not in the Butler catalog, link to WorldCat instead. Change the Permission status for all books to Book in the spreadsheet.

Check for access in Butler catalog

Search the Butler catalog to determine whether the book is in our collection. If it is, enter this fact in the Notes field of the spreadsheet. Enter the system number for the book (found at the bottom of the catalog entry) in the Notes area also. Change the Permission status for this entry to Book using the drop down menu. Skip the next step and go to [Add link to spreadsheet](#).

If it is not in the Butler catalog, enter this fact in the Notes field of the spreadsheet and go to the next step.

Check for access in WorldCat

If the book was not in the Butler collection, search WorldCat (<http://www.worldcat.org/>) to determine whether the book is in their collection. If it is, add this fact in the Notes field of the spreadsheet and change the Permission status for this entry to Book using the drop down menu. Go to the next step. If it is not, [move this row](#) to the On hold tab.

Add link to spreadsheet

If the book was located in the Butler catalog, enter the following link in the Link column for the row corresponding to that publication in the spreadsheet:

http://hickory.palni.edu:4505/F/?func=direct&doc_number=#####&local_base=plnbup

Replace the ##### in the above link with the system number from the Butler catalog for this item. More information about linking to the Butler catalog can be found in the LibGuide at <http://libguides.butler.edu/content.php?pid=1686&sid=8243>.

If the book was located in WorldCat, cut and paste the URL from the web page showing the item into the Link column for the row corresponding to that publication in the spreadsheet. The link should look something like

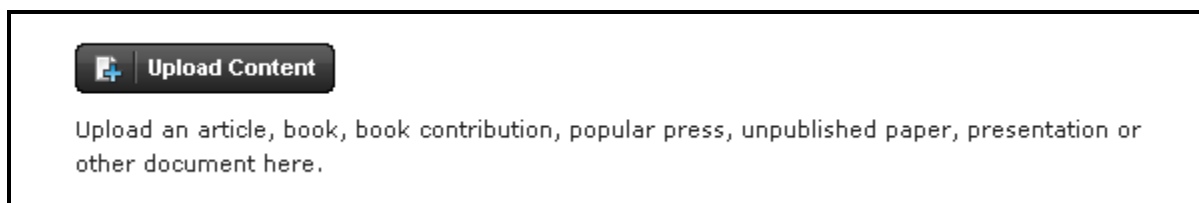
<http://www.worldcat.org/oclc/132681452&tab=holdings?loc=46208>

or like http://www.worldcat.org/oclc/26355793&referer=brief_results. If there is a #tabs at the end of the URL, delete it.

More information about manipulating links within Excel can be found in [Appendix B](#).

Enter publication into Selected Works page

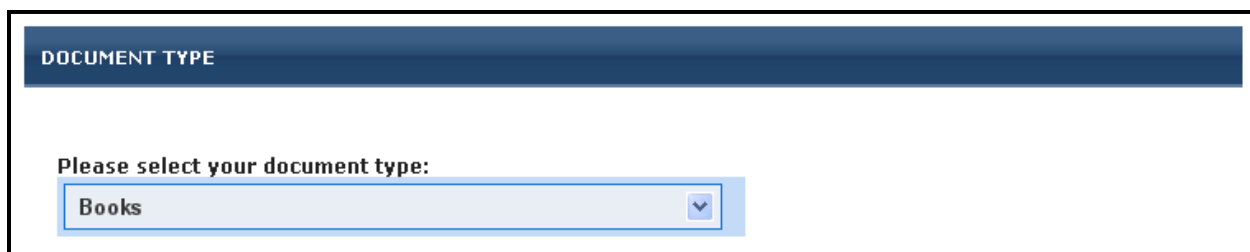
Go to the faculty member's Selected Works page. Select the Upload Content button in the center section on the page (shown below).



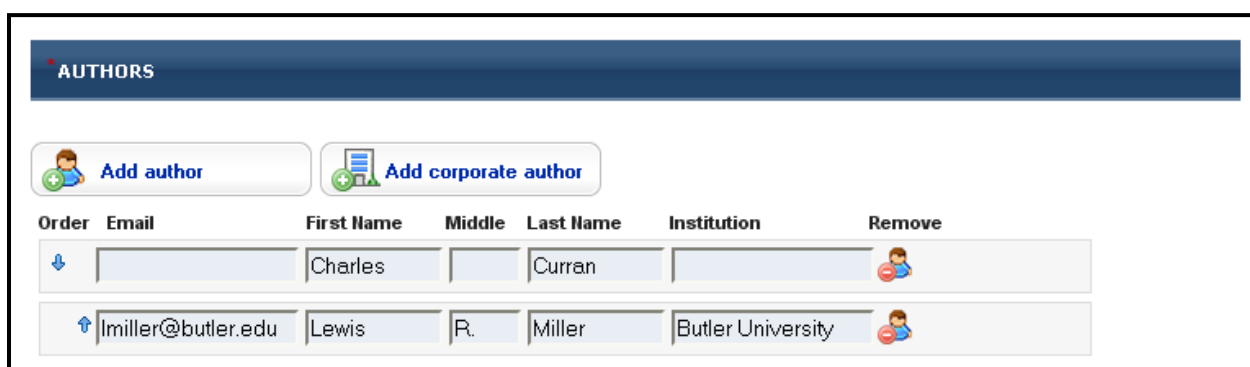
Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the Books option, as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type.



In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. If there are co-authors for the book, add their names. Do not add Emails or Institutions for these authors. Use the Add author button to create additional lines for author entry. Use the Add corporate author button to add a corporate author line for entry. When all authors are entered, use the up and down arrows on the left side under the Order column to adjust the order of the co-authors to agree with that listed on the book. To remove an author, click the Remove icon on the right side of that person's name.



In the Citation section, enter the Title of the book. Enter the publication date. The year must be entered. If you have any additional information about the date, use the drop down menus to enter that information, but those fields are not required.

CITATION

***Title:**

Guide to Library and Information Agency Management

*** Publication date:**
Year is required but all other fields are optional.

Season	Month	Day	Year
--	--	--	2005

Enter the Editor (if applicable), the publisher, and the city of publication.

Editor

Publisher:

Scarecrow Press

City:


Lanham, Md.

Enter any of the following information that is applicable and available. The ISBN number can usually be located in the catalog entry. These fields are all optional. (Page numbers are generally not entered for entire books. These fields are more useful for book chapters.)

Volume:	Series:
<input type="text"/>	<input type="text"/>
Edition:	ISBN:
<input type="text"/>	<input type="text" value="9780810851153"/>
First Page:	Last Page:
<input type="text"/>	<input type="text"/>

In the Indexing/Classification section, shown below, the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

INDEXING/CLASSIFICATION

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

Create new subject heading for this document:

Select Disciplines:

- » Select one or more disciplines from the three tiered list below.
- » You may select from any level of the list.
- » Some publications suggest default disciplines; you may edit these as needed.


Available:

- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences & Mathematics
- ☐ Social and Behavioral Sciences

Select »
« Remove

Selected:
Information and Library Science

Keywords:

 Please separate keywords/keyword phrases with commas.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter an abstract for the book, if you can locate one. ([Amazon.com](#) is a good place to find abstracts for books.) If no abstract is available, enter “No abstract available.” Then cut and paste the appropriate note about the location to which the link will take the user from [Appendix G](#) below the abstract.

ABSTRACT

Paste or type your abstract:

<p>This guide identifies major concerns and involves interested parties in thoughtful consideration and discussion of challenges and opportunities embedded in managerial and administrative practice. By talking about the management of information places and with managers and mangers-to-be, authors Curran and Miller provide a more thorough and realistic outlook on the managerial

The format of the abstract is:

paragraphs formatted with HTML tags

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**
[Find out which HTML tags you may use](#)

In the Full Text section, select the radio button next to “provide a link to the full text,” as shown below. This will cause the Link to Full Text entry field to appear. Cut and paste the link from the spreadsheet into this field.

FULL TEXT

I want to :

☐ upload a file.

☒ provide a link to the full text.

☐ publish meta data only.

What should I know about copyrights?

Link to Full Text:

http://www.worldcat.org/oclc/60402082&referer=brief_results

Example: <http://www.site.com/fulltext.html>

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.

By clicking "Save" below, you agree to the *SelectedWorks* **Terms of Service** and **Privacy Policy**

Save

Cancel

Move row in spreadsheet to Linked tab

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Journal articles and Reviews

Check for access in databases & open access

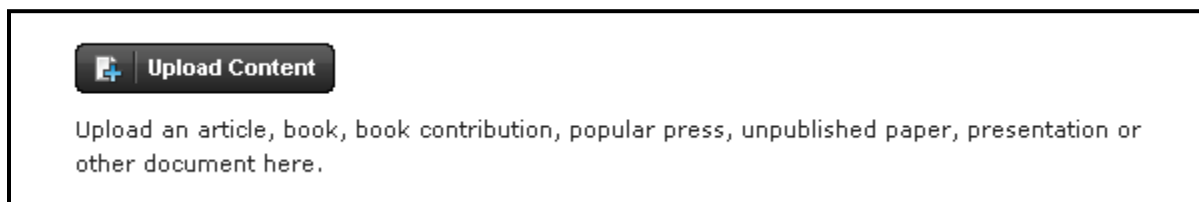
Use the Journals A-Z feature on the Library web site to check for access to each journal article and review on the faculty member’s CV. If an article or review is located, change the Publication status for that item to Access (it should turn green) and go to the [next step](#). If it is not available via subscription database, check to see if it is available on the journal’s web site via open access. If so, change the Publication status for that item to Access (it should turn green) and go to the [next step](#). If not, jump to the [Research publisher information](#) step.

Add link to spreadsheet

Navigate to the page in the subscription database or open access web site that provides access to the full-text of the article or review. Cut and paste the URL from your browser into the Link column of the spreadsheet for that article. If the URL is from a subscription database, ensure that it begins with “ezproxy.butler.edu” to ensure that patrons can access this article from off campus locations. For more information about manipulating links in Excel, see [Appendix B](#).

Enter publication into Selected Works page

Go to the faculty member’s Selected Works page. Select the Upload Content button in the center section on the page (shown below).



Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the appropriate document type (Articles or Reviews), as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type. (Note: the fields for Articles and Reviews are the same, but by using the different types, we can sort the publications on the author’s Selected Works page to differentiate between the different types to give a better presentation of the information. Therefore, the following screen shots and instructions apply to both document types.)

DOCUMENT TYPE

Please select your document type:

Articles
▼

In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. If there are co-authors for the article or review, add their names. Do not add Emails or Institutions for these authors. Use the Add author button to create additional lines for author entry. Use the Add corporate author button to add a corporate author line for entry. When all authors are entered, use the up and down arrows on the left side under the Order column to adjust the order of the co-authors to agree with that listed on the article or review. To remove an author, click the Remove icon on the right side of that person's name.

AUTHORS

Add author

Add corporate author


Order	Email	First Name	Middle	Last Name	Institution	Remove
↓	bmatthie@butler.edu	Brad		Matthies	Butler University	
↓ ↑		Jonathan		Helmke		
↑		Paul		Slater		

In the Citation section, enter the Title of the article or review in the first field. Enter the publication date. The year must be entered. If you have any additional information about the date, use the drop down menus to enter that information. However, those additional date fields are not required if the information is not available. Enter the Journal name, the volume number, the issue number, and the first and last page of the article or review.

CITATION			
* Title: <input type="text" value="Using a Wiki to Enhance Library Instruction"/>			
* Publication date: Year is required but all other fields are optional.			
Season <input type="text" value="--"/>	Month <input type="text" value="--"/>	Day <input type="text" value="--"/>	Year <input type="text" value="2006"/>
* Journal: <input type="text" value="Indiana Libraries"/>			
Volume: <input type="text" value="25"/>	Issue: <input type="text" value="3"/>		
First Page: <input type="text" value="32"/>	Last Page: <input type="text" value="34"/>		

In the Indexing/Classification section, shown below, the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

INDEXING/CLASSIFICATION

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

Create new subject heading for this document:

Select Disciplines:

- » Select one or more disciplines from the three tiered list below.
- » You may select from any level of the list.
- » Some publications suggest default disciplines; you may edit these as needed.


Available:

- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences & Mathematics
- ☐ Social and Behavioral Sciences

Select »
« Remove

Selected:
Information and Library Science

Keywords:

 Please separate keywords/keyword phrases with commas.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter an abstract for the journal article or review, if you can locate one. Abstracts can often be found at the beginning of the journal article, or in the subscription database where the article was located. If no abstract is available, enter “No abstract available.” For reviews, as simple abstract can be created as follows:
<p>This article reviews “Book title,” by author of book.</p>

Next, cut and paste the appropriate note about the location to which the link will take the user from [Appendix G](#) below the abstract.

ABSTRACT

Paste or type your abstract:

<p>This guide identifies major concerns and involves interested parties in thoughtful consideration and discussion of challenges and opportunities embedded in managerial and administrative practice. By talking about the management of information places and with managers and mangers-to-be, authors Curran and Miller provide a more thorough and realistic outlook on the managerial

The format of the abstract is:

paragraphs formatted with HTML tags

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some [HTML](#) to format your abstract. **Please note that the abstract field only accepts a limited number of tags:** [Find out which HTML tags you may use](#)

In the Full Text section, select the radio button next to “provide a link to the full text,” as shown below. This will cause the Link to Full Text entry field to appear. Cut and paste the link from the spreadsheet into this field.

FULL TEXT

I want to :

☐ upload a file.

☒ provide a link to the full text.

☐ publish meta data only.

What should I know about copyrights? [?](#)

Link to Full Text:

http://www.worldcat.org/oclc/60402082&referer=brief_results

Example: <http://www.site.com/fulltext.html>

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.

By clicking "Save" below, you agree to the *SelectedWorks* **Terms of Service** and **Privacy Policy**

Save

Cancel

Move row in spreadsheet to Linked tab

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Research publisher information

Locate the web site for the journal, if you have not already done so. Determine the publisher of the journal. If this is a common publisher from whom we have previously received a statement of policy, [Check the copyright policy file](#) to determine what their policy is. If the policy is not in the copyright policy file, check to see whether the web site provides a statement of their policy. If it does, add a new entry to the copyright policy file for this publisher, and add appropriate notes to the Notes field for the publication to indicate your findings. If the policy allows the posting of articles in an institutional repository, change the Permission status to Allowed in the spreadsheet, and [Request a copy of the article](#). If the policy has version or attribution requirements, be sure to note these in the Notes field also. If the policy denies permission to post articles in an institutional repository, change the Permission status to Denied in the spreadsheet, and [Find link to the journal web site](#).

If no policy can be located for the publisher, determine the appropriate contact for sending a request for permission. Enter the information for this contact person (including e-mail address) in the Notes field in the spreadsheet. Some publishers have an online form for requesting permission. Enter the URL for this form in the Notes field of the spreadsheet, if this situation applies.

Check copyright policy file

The copyright file is located on the shared area. Use the Table of Contents to locate the publisher that you wish to investigate. The Table of Contents is hyperlinked to the actual entries. Hold down the Ctrl key to activate the hyperlinks, then click on the desired entry to go directly to the page of interest. Review the policy information included to determine whether permission is granted or denied by the publisher’s policy. Return to the [previous step](#) to determine what action to take next.

If a new policy is located or received that is not already included in the copyright policy file, add a new entry to the file for this publisher. More information about updating the Table of Contents to include this new entry can be found in [Appendix A](#).

Write to publisher to request permission

If no policy can be located, use the template in [Appendix F](#) to request permission to archive the article or review. Send the request by e-mail if an e-mail can be located. On rare occasion, a fax or postal letter may be necessary if no e-mail address can be found or they require that requests only be made by fax or letter.

If the web site has an online form that must be used to request permission, complete the form. Sections of the template letter may be useful for explaining the purpose for which the material will be used.

Enter the date that the request was sent in the Notes field of the spreadsheet along with any estimate provided regarding their processing time (if applicable). Change the Permission status to Requested in the spreadsheet.

If the copyright holder replies with permission to archive the article or review, change the Permission status to Allowed and enter the date that you received the reply and make a note of any version or attribution requirements they stipulated in the Notes field. Go to [Request copy of the article](#) step. If the copyright holder included a statement of their policy with their reply, [update the Copyright policy file](#) with this information.

If the copyright holder replies with a denial of permission to archive the article or review, change the Permission status to Denied and enter the date that you received the reply in the Notes field. Go to [Find link to the journal web site](#) step. If the copyright holder included a statement of their policy with their reply, [update the Copyright policy file](#) with this information.

Forward a copy of all replies from copyright holders with permission, denials of permission, or policy statements to Project Manager for the official records.

If the copyright holder does not reply after two months from the time the request was sent, treat the request as denied. Change the Permission status to Denied and update the Notes field with this information. Go to the [Find link to the journal web site](#) step.

In rare occasions, the publisher may give permission for an article to be posted but stipulates that we must wait a certain amount of time after publication before doing so. In this situation, make a note of the reply and the date at which archiving is allowed in the Notes field and change the Permission status to Embargo in the spreadsheet. Go to the [Find link to the journal web site](#) step.

Find link to journal web site

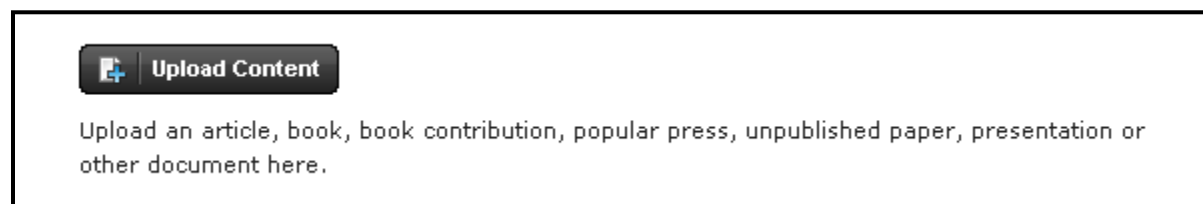
If permission to post the article or review in an institutional repository was denied, locate the web site for the journal, or the issue, or the article. If more than one is available, choose the page with the greatest amount of information about the article or review in question. (For example, if there is a page for the article that lists the citation information and shows an abstract and allows the user to purchase the article, this should be chosen over the web page for the entire journal.)

Add link to spreadsheet

Navigate to the web page for the journal. Cut and paste the URL from your browser into the Link column of the spreadsheet for that article. For more information about manipulating links in Excel, see [Appendix B](#).

Enter publication into Selected Works page

Go to the faculty member's Selected Works page. Select the Upload Content button in the center section on the page (shown below).



Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the appropriate document type (Articles or Reviews), as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type. (Note: the fields for Articles and Reviews are the same, but by using the different types, we can sort the publications on the author's Selected Works page to differentiate between the different types to give a better presentation of the information. Therefore, the following screen shots and instructions apply to both document types.)

The screenshot shows a section titled 'DOCUMENT TYPE' with a prompt 'Please select your document type:' and a dropdown menu currently showing 'Articles'.

In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. If there are co-authors for the article or review, add their names. Do not add Emails or Institutions for these authors. Use the Add author button to create additional lines for author entry. Use the Add corporate author button to add a corporate author line for entry. When all authors are entered, use the up and down arrows on the left side under the Order column to adjust the order of the co-authors to agree with that listed on the article or review. To remove an author, click the Remove icon on the right side of that person's name.

The screenshot shows the 'AUTHORS' section with two buttons: 'Add author' and 'Add corporate author'. Below is a table with the following data:


Order	Email	First Name	Middle	Last Name	Institution	Remove
↓	bmatthie@butler.edu	Brad		Matthies	Butler University	
↓ ↑		Jonathan		Helmke		
↑		Paul		Slater		

In the Citation section, enter the Title of the article or review in the first field. Enter the publication date. The year must be entered. If you have any additional information about the date, use the drop down menus to enter that information. However, those additional date fields are not required if the information is not available. Enter the Journal name, the volume number, the issue number, and the first and last page of the article or review.

CITATION			
* Title: <input type="text" value="Using a Wiki to Enhance Library Instruction"/>			
* Publication date: Year is required but all other fields are optional.			
Season <input type="text" value="--"/>	Month <input type="text" value="--"/>	Day <input type="text" value="--"/>	Year <input type="text" value="2006"/>
* Journal: <input type="text" value="Indiana Libraries"/>			
Volume: <input type="text" value="25"/>	Issue: <input type="text" value="3"/>		
First Page: <input type="text" value="32"/>	Last Page: <input type="text" value="34"/>		

In the Indexing/Classification section, shown below, the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

INDEXING/CLASSIFICATION

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

Create new subject heading for this document:

Select Disciplines:

- » Select one or more disciplines from the three tiered list below.
- » You may select from any level of the list.
- » Some publications suggest default disciplines; you may edit these as needed.

Available:


- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences & Mathematics
- ☐ Social and Behavioral Sciences

Select »
« Remove

Selected:

Information and Library Science

Keywords:

 Please separate keywords/keyword phrases with commas.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter an abstract for the journal article or review, if you can locate one. Abstracts can often be found at the beginning of the journal article, or in the subscription database where the article was located. If no abstract is available, enter “No abstract available.” For reviews, as simple abstract can be created as follows:
<p>This article reviews “Book title,” by author of book.</p>

Next, cut and paste the appropriate note about the location to which the link will take the user from [Appendix G](#) below the abstract.

ABSTRACT

Paste or type your abstract:

<p>This guide identifies major concerns and involves interested parties in thoughtful consideration and discussion of challenges and opportunities embedded in managerial and administrative practice. By talking about the management of information places and with managers and mangers-to-be, authors Curran and Miller provide a more thorough and realistic outlook on the managerial

The format of the abstract is:

paragraphs formatted with HTML tags

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**
[Find out which HTML tags you may use](#)

In the Full Text section, select the radio button next to “provide a link to the full text,” as shown below. This will cause the Link to Full Text entry field to appear. Cut and paste the link from the spreadsheet into this field.

FULL TEXT

I want to :

☐ upload a file.

☒ provide a link to the full text.

☐ publish meta data only.

What should I know about copyrights?

Link to Full Text:

http://www.worldcat.org/oclc/60402082&referer=brief_results

Example: <http://www.site.com/fulltext.html>

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.

By clicking "Save" below, you agree to the *SelectedWorks* **Terms of Service** and **Privacy Policy**

Save

Cancel

Move row in spreadsheet to Linked tab

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Request copy of article from author or order through ILL

Once permission is received for the article or review to be posted, request a copy of the article or review from the author. Be sure to stipulate which version is needed, if the copyright holder has stated a requirement regarding which version may be used (e.g., the pre-print, post-peer-review version). If the author does not have a copy of the article or review, order a copy through ILL.

If the author has a copy but only has the final publisher’s PDF version and another version is required to be used, do not substitute the publisher’s PDF version for the required version. It is critical that the final publisher’s PDF version is NOT used when they the copyright holder has stipulated that this version is not allowed.

Create cover page for publication

Review the response from the copyright holder or the policy provided by the copyright holder on their web site or in the Copyright Policy file to determine whether they have any requirements about the attribution that must be used. Follow the instructions in [Appendix H](#) to prepare the cover page for the publication. It is important to ensure that all requirements from the copyright holder are met.

If the publication was provided as a hard copy for scanning, go to the [next step](#). If the publication was provided as an electronic copy, skip the next step and go to the [following one](#).

Give hard copy to Project Manager to scan, e-mail cover page to him

If the publication was provided as a hard copy, give to Project Manager for scanning and e-mail him the cover page. It is important to send him the cover page electronically so that the hyperlink to the URL in the cover page will be functional. Project Manager can combine the cover page with the rest of the publication after scanning. He will then upload the publication into the repository and notify you when it is ready for addition to the Selected Works page.

E-mail cover page and publication to Project Manager

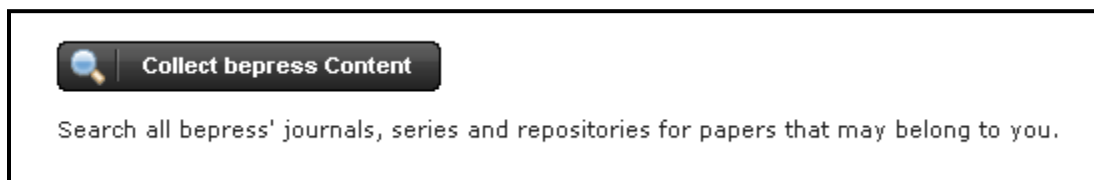
If the publication was provided as an electronic copy in Word, add the cover page to the publication as the first page in Word. Convert the entire document to PDF format and e-mail to Project Manager. If the publication was provided as a PDF document, e-mail the PDF of the publication and the Word version of the cover page to Project Manager in the same e-mail message. Project Manager can combine the two documents before uploading.

Project Manager will upload the publication with the cover page into the repository and notify you when it is ready for addition to the Selected Works page.

Upload publication into Selected Works page

Once you receive notification from Project Manager that the publication has been uploaded into the Digital Commons repository, you will need to add it to the Selected Works page for the author. (Note: the faculty member will receive an automated e-mail when the article is uploaded, so they may be checking their page to look for the new addition.)

Go to the faculty member's selected works page, and select the Collect bepress Content button, as shown below, in the center section of the page.








This will take you to a screen that lists any items in the Digital Commons repository that are not listed in Selected Works for that author. The top section lists all documents that have been added for that author since the last time you selected this option. This is most likely where you will find items you wish to add. The lower section lists publications that have been collected before with option but that are not currently listed *as shown* in the author's Selected Works page. There are two possible reasons for this: first, as in the case below, the title was modified on the author's Selected Works page from what is shown here (to remove all caps or to remove the author's first name from the title); second, it will sometimes pick up a publication by another author with a similar name that does not actually belong on your faculty member's page. It is very important that you UNCHECK these items. If you do not uncheck them, they will be added again to the Selected Works page, and you will wind up with duplicates. Only those articles that you want to add to the faculty member's Selected Works page now should be checked. Once the proper documents are checked, select the Include document(s) in my SelectedWorks site button.

DOCUMENTS NEWLY ADDED SINCE YOUR LAST PAPER COLLECTION			
INCLUDE	TITLE	PUBLICATION	PUBLICATION DATE
<input checked="" type="checkbox"/>	Cohens sozialistische Rekonstruktion der Ethik Kants	facsch_papers	1994-01-01

PREVIOUSLY ANALYZED DOCUMENTS			
INCLUDE	TITLE	PUBLICATION	PUBLICATION DATE
<input type="checkbox"/>	Harry. Review of Roger J. Sullivan, An Introduction to Kant's Ethics (1994)	facsch_papers	1997-01-01
<input type="checkbox"/>	WOULD THE UNITED STATES DOCTRINE OF PREVENTIVE WAR BE JUSTIFIED AS A UNITED NATIONS DOCTRINE?	facsch_papers	2007-01-01

The publications you selected will now appear in the Articles list of the Selected Works page for that faculty member, as shown below. Note that the newly added article lists the “journal” title as Faculty Scholarship. This designation will allow you to quickly identify which articles were added and need editing. Select the Edit option next to that article’s title.

Articles	
 Edit	Economic Migration and Justice (with Josh Clark) , <i>International Journal of Applied Philosophy</i> (2005)
 Edit	Explaining, Assessing, and Changing High Consumption , <i>Radical Philosophy Review</i> (2003)
 Edit	Beyond the liberal peace project: toward peace with justice , <i>Journal of Social Philosophy</i> (2001)
 Edit	Cohens sozialistische Rekonstruktion der Ethik Kants , <i>Faculty Scholarship</i> (1994)
 Edit	Marx and morality: an impossible synthesis? , <i>Theory and Society</i> (1984)

This will take you to a summary screen for that title. Select the Revise button in order to edit the entry for this publication.

Articles Update Site «Previous Next»

Revise Withdraw Return to Edit My Site

Cohens sozialistische Rekonstruktion der Ethik Kants

Harry van der Linden, *Butler University*

[Download Paper](#)
[Forward to a colleague](#)
[Bookmark](#)

Customize Citation

Suggested Citation

Harry van der Linden. "Cohens sozialistische Rekonstruktion der Ethik Kants" *Faculty Scholarship* (1994).
Available at: http://works.bepress.com/harry_vanderlinden/33

Change the document type from Articles (the default) to the proper document type (e.g., Reviews), if necessary. Allow a moment for the screen to refresh with the proper fields.

DOCUMENT TYPE

Please select your document type:

Articles


Complete the fields in the Authors, Citation, Indexing/Classification, and Abstract sections as described earlier for [journal articles and reviews](#). The article title will already be filled in for you; check this carefully to ensure that it is accurate. The date field will default to January 1 for whatever year is entered. If you know the month and date, correct the date. If you do not know the month or date, select the -- option at the top of the drop down menu to indicate that you do not have that information. The journal title will read Faculty Scholarship; delete this and enter the correct title.

In the Full Text section, do NOT select any of the radio buttons. Selecting one of these radio buttons will override the attachment of the document in the repository to the entry. Leave this section blank.

FULL TEXT

I want to :

- ☐ upload a file.
- ☐ provide a link to the full text.
- ☐ publish meta data only.

What should I know about copyrights? 

Scroll to the bottom of the screen and select Save. This will return you to the Selected Works page and update the entry. You will receive an e-mail notification when the update is complete.

Move row in spreadsheet to Archived tab

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Archived tab in the spreadsheet.

Book Chapters

Research publisher information

Locate the web site for the publisher, if you have not already done so. Determine the publisher of the journal. If this is a common publisher from whom we have previously received a statement of policy, [Check the copyright policy file](#) to determine what their policy is. If the policy is not in the copyright policy file, check to see whether the web site provides a statement of their policy. If it does, [add a new entry](#) to the copyright policy file for this publisher, and add appropriate notes to the Notes field for the publication to indicate your findings. If the policy allows the posting of book chapters in an institutional repository, change the Permission status to Allowed in the spreadsheet, and [Request a copy of the book chapter](#). If the policy has version or attribution requirements, be sure to note these in the Notes field also. If the policy denies permission to post book chapters in an institutional repository, change the Permission status to Denied in the spreadsheet, and [Find link to the book in the catalog](#).

If no policy can be located for the publisher, determine the appropriate contact for sending a request for permission. Enter the information for this contact person (including e-mail address) in the Notes field in the spreadsheet. Some publishers have an online form for requesting permission. Enter the URL for this form in the Notes field of the spreadsheet, if this situation applies.

Check copyright policy file

The copyright file is located on the shared area. Use the Table of Contents to locate the publisher that you wish to investigate. The Table of Contents is hyperlinked to the actual entries. Hold down the Ctrl key to activate the hyperlinks, then click on the desired entry to go directly to the page of interest. Review the policy information included to determine whether permission is granted or denied by the publisher’s policy. Return to the [previous step](#) to determine what action to take next.

If a new policy is located or received that is not already included in the copyright policy file, add a new entry to the file for this publisher. More information about updating the Table of Contents to include this new entry can be found in [Appendix A](#).

Write to publisher to request permission

If no policy can be located, use the template in [Appendix F](#) to request permission to archive the book chapter. Send the request by e-mail if an e-mail can be located. On rare occasion, a fax or postal letter may be necessary if no e-mail address can be found or they require that requests only be made by fax or letter.

If the web site has an online form that must be used to request permission, complete the form. Sections of the template letter may be useful for explaining the purpose for which the material will be used.

Enter the date that the request was sent in the Notes field of the spreadsheet along with any estimate provided regarding their processing time (if applicable). Change the Permission status to Requested in the spreadsheet.

If the copyright holder replies with permission to archive the book chapter, change the Permission status to Allowed and enter the date that you received the reply and make a note of any version or attribution requirements they stipulated in the Notes field. Go to [Request copy of the book chapter](#) step. If the copyright holder included a statement of their policy with their reply, [update the Copyright policy file](#) with this information.

If the copyright holder replies with a denial of permission to archive the book chapter, change the Permission status to Denied and enter the date that you received the reply in the Notes field. Go to [Find link to the book in the catalog](#) step. If the copyright holder included a statement of their policy with their reply, [update the Copyright policy file](#) with this information.

Forward a copy of all replies from copyright holders with permission, denials of permission, or policy statements to Project Manager for the official records.

If the copyright holder does not reply after two months from the time the request was sent, treat the request as denied. Change the Permission status to Denied and update the Notes field with this information. Go to the [Find link to the book in the catalog](#) step.

In rare occasions, the publisher may give permission for a book chapter to be posted but stipulates that we must wait a certain amount of time after publication of the book before doing so. In this situation, make a note of the reply and the date at which archiving is allowed in the Notes field and change the Permission status to Embargo in the spreadsheet. Go to the [Find link to the book in the catalog](#) step.

Find link to book in catalog

Search for the book first in the [Butler catalog](#) as described in the instructions for books. If it is not in the Butler catalog, [search WorldCat](#) (<http://www.worldcat.org/>) as described in the instructions for books. If the book is not available in WorldCat, [move this row](#) to the On hold tab.

Add link to spreadsheet

If the book was located in the Butler catalog, enter the following link in the Link column for the row corresponding to that publication in the spreadsheet:

http://hickory.palni.edu:4505/F/?func=direct&doc_number=#####&local_base=plnbup

Replace the ##### in the above link with the system number from the Butler catalog for this item. More information about linking to the Butler catalog can be found in the LibGuide at <http://libguides.butler.edu/content.php?pid=1686&sid=8243>.

If the book was located in WorldCat, cut and paste the URL from the web page showing the item into the Link column for the row corresponding to that publication in the spreadsheet. The link should look something like

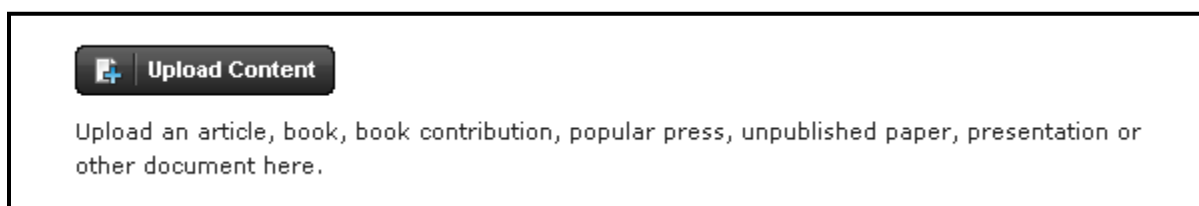
<http://www.worldcat.org/oclc/132681452&tab=holdings?loc=46208>

or like http://www.worldcat.org/oclc/26355793&referer=brief_results. If there is a #tabs at the end of the URL, delete it.

More information about manipulating links within Excel can be found in [Appendix B](#).

Enter publication into Selected Works page

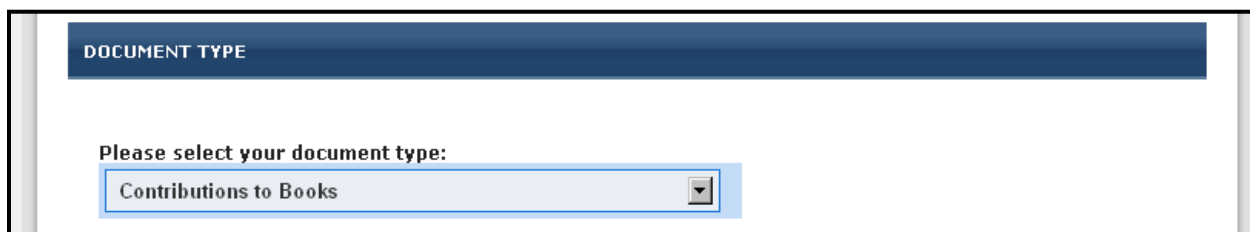
Go to the faculty member's Selected Works page. Select the Upload Content button in the center section on the page (shown below).






Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the Contributions to Books option, as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type.



In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. If there are co-authors for the book chapter, add their names. Do not add Emails or Institutions for these authors. Use the Add author button to create additional lines for author entry. Use the Add corporate author button to add a corporate author line for entry. When all authors are entered, use the up and down arrows on the left side under the Order column to adjust the order of the co-authors to agree with that listed on the article or review. To remove an author, click the Remove icon on the right side of that person's name.

* AUTHORS						
 Add author		 Add corporate author				
Order	Email	First Name	Middle	Last Name	Institution	Remove
	lvanderl@butler.ed	Harry		van der Linde	Butler University	

In the Citation section, enter the Chapter Title. Enter the publication date. The year must be entered. If you have any additional information about the date, use the drop down menus to enter that information. However, those additional date fields are not required if the information is not available. Enter the Book title, the editors, the publisher, and the city of publication.


CITATION				
* Chapter Title:				
Just war theory and US military hegemony				
* Publication date:				
Year is required but all other fields are optional.				
Season	Month	Day	Year	
--	--	--	2007	
* Book Title:				
Rethinking the Just War Tradition				
Editor:				
Michael W. Brough, John W. Lango, Harry van der Linden				
Publisher:				
State University of New York Press				
City:				
Albany, N.Y.				

Enter any of the following information that is applicable and available. The ISBN number can usually be located in the catalog entry. These fields are all optional, except for the page numbers.

Volume: <input type="text"/>	Series: <input type="text"/>
Edition: <input type="text"/>	ISBN: <input type="text" value="9780791471555"/>
First Page: <input type="text" value="53"/>	Last Page: <input type="text" value="74"/>

In the Indexing/Classification section, shown below, the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

INDEXING/CLASSIFICATION

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

Create new subject heading for this document:

Select Disciplines:

- » Select one or more disciplines from the three tiered list below.
- » You may select from any level of the list.
- » Some publications suggest default disciplines; you may edit these as needed.


Available:

- + Architecture
- + Arts and Humanities
- + Business
- + Education
- + Engineering
- + Law
- + Life Sciences
- + Medicine and Health Sciences
- + Physical Sciences & Mathematics
- + Social and Behavioral Sciences

Select »
« Remove

Selected:
Information and Library Science

Keywords:

 Please separate keywords/keyword phrases with commas.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter an abstract for the book chapter, if you can locate one. Abstracts can be difficult to find for book chapters. If the first paragraph of the chapter is a good introduction to the chapter, this can potentially be used as an abstract. If no abstract is available, enter “No abstract available.”

Next, cut and paste the appropriate note about the location to which the link will take the user from [Appendix G](#) below the abstract.

The screenshot shows the 'ABSTRACT' section of a form. At the top is a dark blue header with the word 'ABSTRACT' in white. Below this is a text area labeled 'Paste or type your abstract:' containing a paragraph of text starting with '<p>This guide identifies major concerns...'. To the right of the text area is a light blue box with a lightbulb icon and text explaining that only plain text is supported, though some HTML tags are allowed. Below the text area is a dropdown menu labeled 'The format of the abstract is:' with 'paragraphs formatted with HTML tags' selected.

ABSTRACT

Paste or type your abstract:

<p>This guide identifies major concerns and involves interested parties in thoughtful consideration and discussion of challenges and opportunities embedded in managerial and administrative practice. By talking about the management of information places and with managers and mangers-to-be, authors Curran and Miller provide a more thorough and realistic outlook on the managerial

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use *some* HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**
[Find out which HTML tags you may use](#)

The format of the abstract is:

paragraphs formatted with HTML tags

In the Full Text section, select the radio button next to “provide a link to the full text,” as shown below. This will cause the Link to Full Text entry field to appear. Cut and paste the link from the spreadsheet into this field.

The screenshot shows the 'FULL TEXT' section of a form. At the top is a dark blue header with the words 'FULL TEXT' in white. Below this is a section labeled 'I want to :' with three radio button options: 'upload a file.', 'provide a link to the full text.' (which is selected), and 'publish meta data only.'. To the right is a link 'What should I know about copyrights?' with a question mark icon. Below the radio buttons is a section labeled 'Link to Full Text:' with a text input field containing the URL 'http://www.worldcat.org/oclc/60402082&referer=brief_results'. Below the input field is an example URL: 'Example: http://www.site.com/fulltext.html'.

FULL TEXT

I want to :

- ☐ upload a file.
- ☒ provide a link to the full text.
- ☐ publish meta data only.

What should I know about copyrights? ?

Link to Full Text:

http://www.worldcat.org/oclc/60402082&referer=brief_results

Example: <http://www.site.com/fulltext.html>

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.

By clicking "Save" below, you agree to the *SelectedWorks* **Terms of Service** and **Privacy Policy**

Move row in spreadsheet to Linked tab

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Request copy of book chapter from author or order through ILL

Once permission is received for the book chapter to be posted, request a copy of the book chapter from the author. Be sure to stipulate which version is needed, if the copyright holder has stated a requirement regarding which version may be used (e.g., the pre-print, post-peer-review version). If the author does not have a copy of the book chapter, order a copy through ILL.

If the author has a copy but only has the final publisher’s PDF version and another version is required to be used, do not substitute the publisher’s PDF version for the required version. It is critical that the final publisher’s PDF version is NOT used when they the copyright holder has stipulated that this version is not allowed.

Create cover page for publication

Review the response from the copyright holder or the policy provided by the copyright holder on their web site or in the Copyright Policy file to determine whether they have any requirements about the attribution that must be used. Follow the instructions in [Appendix H](#) to prepare the cover page for the publication. It is important to ensure that all requirements from the copyright holder are met.

If the publication was provided as a hard copy for scanning, go to the [next step](#). If the publication was provided as an electronic copy, skip the next step and go to the [following one](#).

Give hard copy to Project Manager to scan, e-mail cover page to him

If the publication was provided as a hard copy, give to Project Manager for scanning and e-mail him the cover page. It is important to send him the cover page electronically so that the hyperlink to the URL in the cover page will be functional. Project Manager can combine the cover page with the rest of the publication after scanning. He will then upload the publication into the repository and notify you when it is ready for addition to the Selected Works page.

E-mail cover page and publication to Project Manager

If the publication was provided as an electronic copy in Word, add the cover page to the publication as the first page in Word. Convert the entire document to PDF format and e-mail to Project Manager. If the publication was provided as a PDF document, e-mail the PDF of the

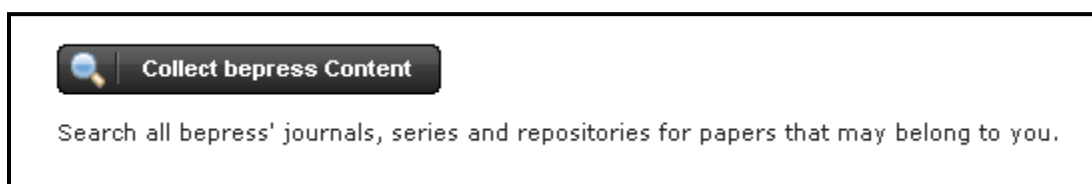
publication and the Word version of the cover page to Project Manager in the same e-mail message. Project Manager can combine the two documents before uploading.

Project Manager will upload the publication with the cover page into the repository and notify you when it is ready for addition to the Selected Works page.

Upload publication into Selected Works page

Once you receive notification from Project Manager that the publication has been uploaded into the Digital Commons repository, you will need to add it to the Selected Works page for the author. (Note: the faculty member will receive an automated e-mail when the article is uploaded, so they may be checking their page to look for the new addition.)

Go to the faculty member's selected works page, and select the Collect bepress Content button, as shown below, in the center section of the page.








This will take you to a screen that lists any items in the Digital Commons repository that are not listed in Selected Works for that author. The top section lists all documents that have been added for that author since the last time you selected this option. This is most likely where you will find items you wish to add. The lower section lists publications that have been collected before with option but that are not currently listed *as shown* in the author's Selected Works page. There are two possible reasons for this: first, as in the case below, the title was modified on the author's Selected Works page from what is shown here (to remove all caps or to remove the author's first name from the title); second, it will sometimes pick up a publication by another author with a similar name that does not actually belong on your faculty member's page. It is very important that you UNCHECK these items. If you do not uncheck them, they will be added again to the Selected Works page, and you will wind up with duplicates. Only those articles that you want to add to the faculty member's Selected Works page now should be checked. Once the proper documents are checked, select the Include document(s) in my SelectedWorks site button.

DOCUMENTS NEWLY ADDED SINCE YOUR LAST PAPER COLLECTION			
INCLUDE	TITLE	PUBLICATION	PUBLICATION DATE
<input checked="" type="checkbox"/>	Cohens sozialistische Rekonstruktion der Ethik Kants	facsch_papers	1994-01-01

PREVIOUSLY ANALYZED DOCUMENTS			
INCLUDE	TITLE	PUBLICATION	PUBLICATION DATE
<input type="checkbox"/>	Harry. Review of Roger J. Sullivan, An Introduction to Kant's Ethics (1994)	facsch_papers	1997-01-01
<input type="checkbox"/>	WOULD THE UNITED STATES DOCTRINE OF PREVENTIVE WAR BE JUSTIFIED AS A UNITED NATIONS DOCTRINE?	facsch_papers	2007-01-01

The publications you selected will now appear in the Articles list of the Selected Works page for that faculty member, as shown below. Note that the newly added article lists the “journal” title as Faculty Scholarship. This designation will allow you to quickly identify which articles were added and need editing. Select the Edit option next to that article’s title.

Articles	
 Edit	Economic Migration and Justice (with Josh Clark) , <i>International Journal of Applied Philosophy</i> (2005)
 Edit	Explaining, Assessing, and Changing High Consumption , <i>Radical Philosophy Review</i> (2003)
 Edit	Beyond the liberal peace project: toward peace with justice , <i>Journal of Social Philosophy</i> (2001)
 Edit	Cohens sozialistische Rekonstruktion der Ethik Kants , <i>Faculty Scholarship</i> (1994)
 Edit	Marx and morality: an impossible synthesis? , <i>Theory and Society</i> (1984)

This will take you to a summary screen for that title. Select the Revise button in order to edit the entry for this publication.

Articles Update Site

«Previous Next»

Revise **Withdraw** **Return to Edit My Site**

Cohens sozialistische Rekonstruktion der Ethik Kants

Harry van der Linden, *Butler University*

Download Paper
Forward to a colleague
Bookmark

Customize Citation

Suggested Citation

Harry van der Linden. "Cohens sozialistische Rekonstruktion der Ethik Kants" *Faculty Scholarship* (1994).
Available at: http://works.bepress.com/harry_vanderlinden/33

Change the document type from Articles (the default) to the proper document type. Allow a moment for the screen to refresh with the proper fields.

DOCUMENT TYPE

Please select your document type:

Articles


Complete the fields in the Authors, Citation, Indexing/Classification, and Abstract sections as described earlier for [book chapters](#). The chapter title will already be filled in for you; check this carefully to ensure that it is accurate. The date field will default to January 1 for whatever year is entered. If you know the month and date, correct the date. If you do not know the month or date, select the -- option at the top of the drop down menu to indicate that you do not have that information. The book title will read Faculty Scholarship; delete this and enter the correct title.

In the Full Text section, do NOT select any of the radio buttons. Selecting one of these radio buttons will override the attachment of the document in the repository to the entry. Leave this section blank.

FULL TEXT

I want to :

- ☐ upload a file.
- ☐ provide a link to the full text.
- ☐ publish meta data only.

What should I know about copyrights? 

Scroll to the bottom of the screen and select Save. This will return you to the Selected Works page and update the entry. You will receive an e-mail notification when the update is complete.

Move row in spreadsheet to Archived tab

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Archived tab in the spreadsheet.

Adding Presentations, Performances, and Art Work

Introduction

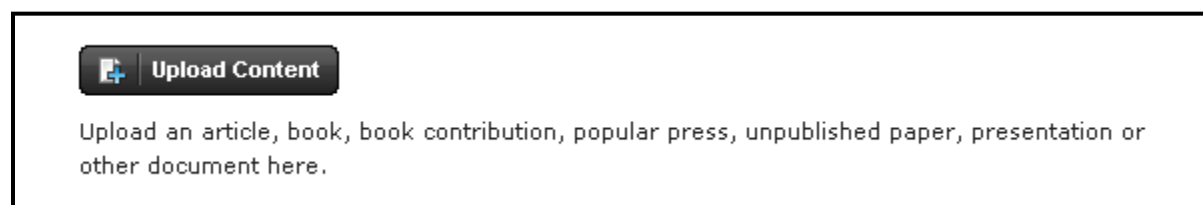
This section covers non-print works that may need to be added to a Selected Works page. These items are easier in that copyright issues are generally not something to be dealt with here. In addition, none of these types of works can be added to the repository, so fewer steps are involved in creating the Selected Works entries.

Presentations

In general, we are not including presentations on the Selected Works pages for faculty members. However, for new faculty members who have not yet had time to build up a body of published works, we are making an exception to allow them to include conference presentations so that they will have something to add to their Selected Works pages. (For an example, see Dr. Bungard's page.)

In the tracking spreadsheet, enter Presentation as the Article type using the drop down menu. Set Permission status to Other. Locate a web site for the conference at which the presentation was given. If this is not possible, locate a web site for the organization that hosted the conference. Some conference web sites even list all presentations with the abstracts; if this can be located for the presentation, this is preferred. Enter the URL to the web site you located with the greatest amount of information about the presentation in the Links field of the spreadsheet. Enter any notes in the Notes field.

Go to the faculty member's Selected Works page. Select the Upload Content button in the center section on the page (shown below).



Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the Presentations option, as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type.

DOCUMENT TYPE

Please select your document type:

Presentations

In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. If there are co-presenters for this presentation, add their names. Do not add Emails or Institutions for these co-presenters. Use the Add author button to create additional lines for co-presenter entry. When all co-presenters are entered, use the up and down arrows on the left side under the Order column to adjust the order of the co-presenters to agree with that listed on the presentation. To remove a co-presenter, click the Remove icon on the right side of that person's name.

AUTHORS

Add author

Add corporate author


Order	Email	First Name	Middle	Last Name	Institution	Remove
	lvanderl@butler.ed	Harry		van der Linde	Butler University	

In the Citation section, enter the Title of the presentation. Enter the date the presentation was given. The year must be entered. If you have any additional information about the date, use the drop down menus to enter that information. However, those additional date fields are not required if the information is not available. Enter the Sponsorship/Conference/Institution information. Enter the Location.

CITATION			
* Title:			
<input type="text" value="The Merchant of Epidamnus: Identity and Menaechmus E"/>			
* Publication date:			
Year is required but all other fields are optional.			
Season	Month	Day	Year
<input type="text" value="--"/>	<input type="text" value="April"/>	<input type="text" value="18"/>	<input type="text" value="2008"/>
Sponsorship/Conference/Institution:			
<input type="text" value="104th Annual Meeting of the Classical Association of the Middle"/>			
Location:			
<input type="text" value="Tucson, AZ"/>			

In the Indexing/Classification section, shown below, the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

INDEXING/CLASSIFICATION

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

Create new subject heading for this document:

Select Disciplines:

- » Select one or more disciplines from the three tiered list below.
- » You may select from any level of the list.
- » Some publications suggest default disciplines; you may edit these as needed.


Available:

- ☐ Architecture
- ☐ Arts and Humanities
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Law
- ☐ Life Sciences
- ☐ Medicine and Health Sciences
- ☐ Physical Sciences & Mathematics
- ☐ Social and Behavioral Sciences

Select »
« Remove

Selected:
Information and Library Science

Keywords:

 Please separate keywords/keyword phrases with commas.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter an abstract for the presentation, if you can easily locate one. If you were able to locate the abstract for the presentation online and will be using that for the link, it is not necessary to enter the presentation here. (See example below.)

Next, cut and paste the appropriate note about the location to which the link will take the user from [Appendix G](#) below the abstract.

ABSTRACT

Paste or type your abstract:

<p>Note: Link is to the full abstract of this presentation on the conference web site.</p>

The format of the abstract is:

paragraphs formatted with HTML tags

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use *some* HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**

Find out which HTML tags you may use

In the Full Text section, select the radio button next to “provide a link to the full text,” as shown below. This will cause the Link to Full Text entry field to appear. Cut and paste the link from the spreadsheet into this field.

FULL TEXT

I want to :

- ☐ upload a file.
- ☒ provide a link to the full text.
- ☐ publish meta data only.

What should I know about copyrights?

Link to Full Text:

http://www.camws.org/meeting/2008/program/abstracts/09b5.Bt

Example: http://www.site.com/fulltext.html

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.

By clicking "Save" below, you agree to the *SelectedWorks* **Terms of Service** and **Privacy Policy**

Save

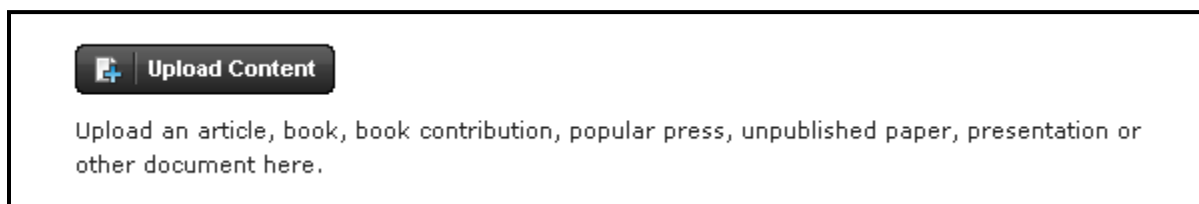
Cancel

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Performances

This option should be used for musical performances and acting performances. In the tracking spreadsheet, enter Other as the Article type using the drop down menu. Set Permission status to Other. If the faculty member provides a link to a web site related to the performance, enter this in the Links field. If not, do not spend time searching for a link. Enter any notes in the Notes field.

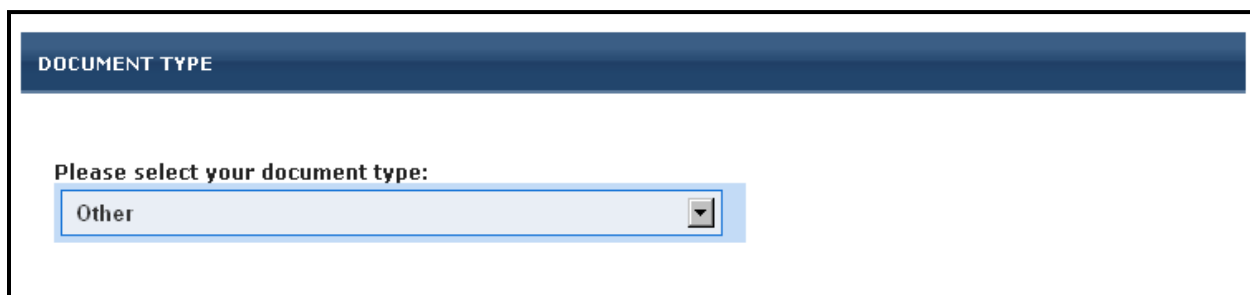
Go to the faculty member's Selected Works page. Select the Upload Content button in the center section on the page (shown below).



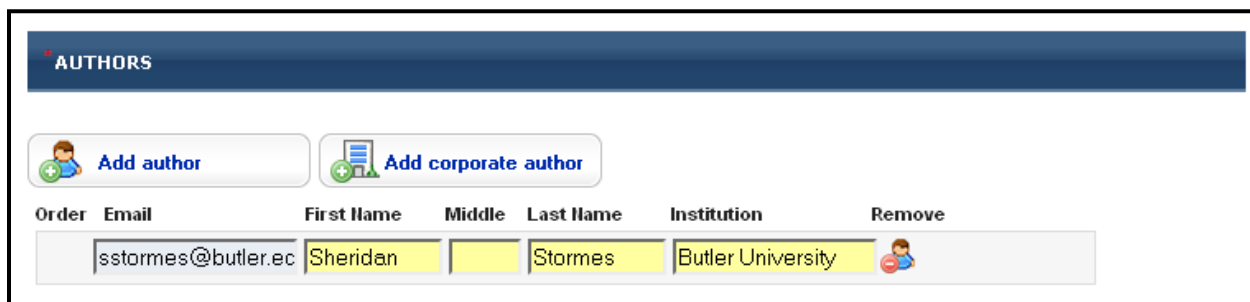
Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the Presentations option, as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type.

A screenshot of a form section titled 'DOCUMENT TYPE'. Below the title, it says 'Please select your document type:' followed by a dropdown menu. The dropdown menu is open, showing 'Other' as the selected option.

In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. Additional "authors" will seldom be required for this article type.

A screenshot of a form section titled 'AUTHORS'. Below the title, there are two buttons: 'Add author' and 'Add corporate author'. Below these buttons is a table with columns: Order, Email, First Name, Middle, Last Name, Institution, and Remove. The table contains one row with the following data: Order (empty), Email (sstormes@butler.ec), First Name (Sheridan), Middle (empty), Last Name (Stormes), Institution (Butler University), and Remove (a red minus icon).

In the Citation section, enter an appropriate Title for the performance. Enter a date for the performance. Year is required, but enter as much other information as you have.

CITATION

*** Title:**

Contralto soloist in Utrecht Jubilate, by G. F. Handel

*** Publication date:**
Year is required but all other fields are optional.

Season

--

Month

November

Day

9

Year

2008

In the Indexing/Classification section (not shown), the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter any other information that is available for the performance. If a link will be attached, enter a note informing the user where the link will go.

ABSTRACT

Paste or type your abstract:

<p>Performed at First Baptist Church of Indianapolis.</p>

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**
Find out which HTML tags you may use

The format of the abstract is:

paragraphs formatted with HTML tags

In the Full Text section, select the radio button next to “provide a link to the full text,” as shown below, **ONLY** if you will be attaching a link. This will cause the Link to Full Text entry field to appear. Cut and paste the link from the spreadsheet into this field. If you do not have a link, do not select any radio button from the group.

68 of 105

FULL TEXT

I want to :

- ☐ upload a file.
- ☒ provide a link to the full text.
- ☐ publish meta data only.

[What should I know about copyrights?](#)

Link to Full Text:

<http://www.camws.org/meeting/2008/program/abstracts/09b5.Bu>

Example: <http://www.site.com/fulltext.html>

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.

By clicking "Save" below, you agree to the *SelectedWorks* [Terms of Service](#) and [Privacy Policy](#)

Save


Cancel

Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Art Work

This option should be used for art work and other physically created objects. In the tracking spreadsheet, enter Other as the Article type using the drop down menu. Set Permission status to Other. If the faculty member provides a link to a web site related to information about the art work or to a photograph of the art work, enter this in the Links field. If not, do not spend time searching for a link. Enter any notes in the Notes field.

Go to the faculty member’s Selected Works page. Select the Upload Content button in the center section on the page (shown below).

 **Upload Content**

Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.

Or you can select the Upload Content button on the top tool bar. These two Upload Content buttons are the same.



This will open a new screen for the entry of the publication. In the Document Type area, use the drop-down menu to select the Presentations option, as shown below. The document type determines which fields are available for entry. When the document type is changed, the screen will refresh with the new fields required for that document type.

DOCUMENT TYPE

Please select your document type:

Other ▼

In the Authors area, the faculty member's name will already be populated with his or her Email and Institution. Additional "authors" will seldom be required for this article type. If they are required, refer to the [instructions for books](#) to determine how to enter these.

*** AUTHORS**

Add author

Add corporate author

Order	Email	First Name	Middle	Last Name	Institution	Remove
	ssstormes@butler.ec	Sheridan		Stormes	Butler University	

In the Citation section, enter an appropriate Title for the art work. Enter a date for the creation of the art work. Year is the only field required, but enter as much other information as you have.

CITATION

*** Title:**

Self-portrait of an Access Librarian

*** Publication date:**

Year is required but all other fields are optional.

Season

--

Month

April

Day

7

Year

2009

In the Indexing/Classification section (not shown), the selected discipline will be automatically entered as whatever discipline was chosen for the faculty member when the Selected Works page was created. You may add subject headings, keywords, or additional disciplines, if desired and the information is readily available. This is not necessary, however. We do not currently have an established thesaurus for subject headings.

In the Abstract section, change the selection in the drop down menu to paragraphs formatted with HTML tags, as shown below. Using [basic HTML tags](#), enter a brief description of the art work. If a link will be attached, enter a note informing the user where the link will go. If a photograph of the work will be attached, enter a note stating the format and contents of the attachment.

ABSTRACT

Paste or type your abstract:

<p>This is a self-portrait of Brad Matthies that looks remarkably like a photograph.</p>

<p>Attached is an image of this self-portrait in a PDF file.</p>

Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**

[Find out which HTML tags you may use](#)

The format of the abstract is:

paragraphs formatted with HTML tags

In the Full Text section, you can choose to upload a file with a photograph of the art work or enter a link to a web site about the art work. You cannot do both. (Obviously, you can choose to do neither, if you do not have either piece of information.)

To upload a file, you must first convert the photograph to PDF format using the print and [PrimoPDF](#). Select the Upload a file radio button, as shown below, to create a box that will allow the entry of the file name and location. Use the Browse button to open a window that will allow you to navigate to the desired file and select it. The name of the file will now appear in the field.

FULL TEXT

I want to :

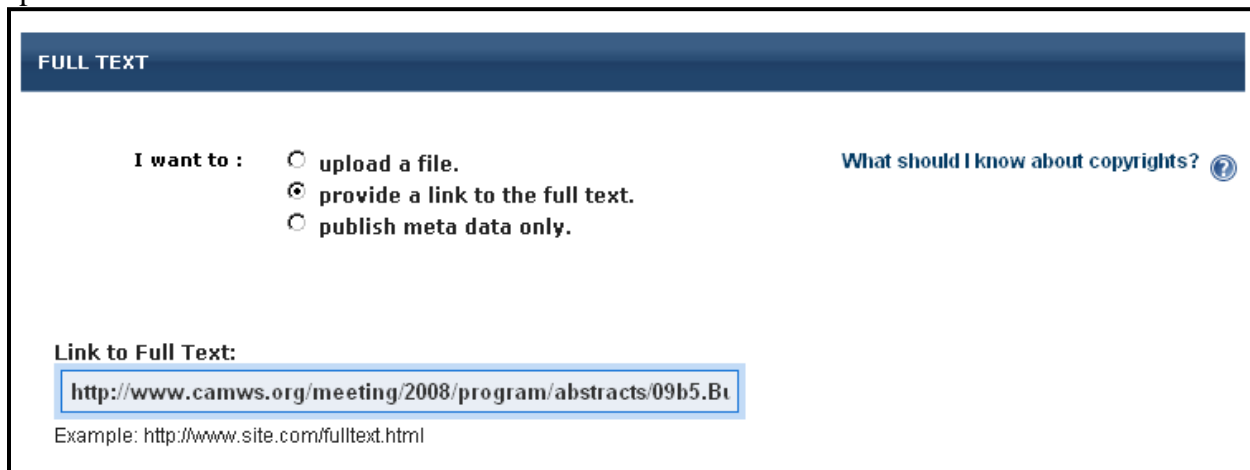
- ☒ upload a file.
- ☐ provide a link to the full text.
- ☐ publish meta data only.

[What should I know about copyrights?](#)

PDF, Microsoft Word, WordPerfect, RTE, PowerPoint or audio file:

Microsoft Word and RTF files are automatically converted to PDF.

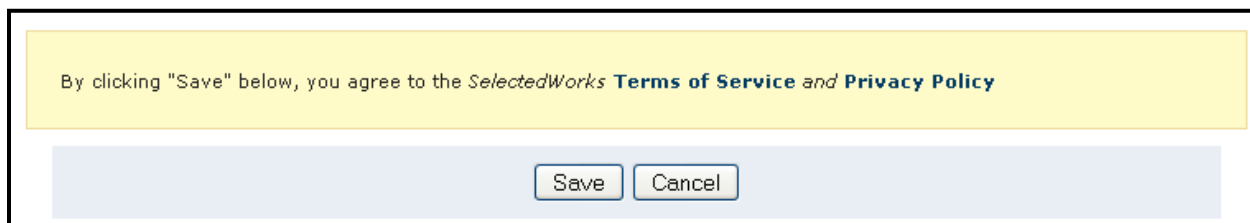
To add a link, select the radio button next to “provide a link to the full text.” This will cause the Link to Full Text entry field to appear, as shown below. Cut and paste the link from the spreadsheet into this field.



The screenshot shows a form titled "FULL TEXT" with a dark blue header. Below the header, there is a section labeled "I want to :" with three radio button options: "upload a file.", "provide a link to the full text." (which is selected), and "publish meta data only." To the right of these options is a link that says "What should I know about copyrights?" with a question mark icon. Below the radio buttons, there is a label "Link to Full Text:" followed by a text input field containing the URL "http://www.camws.org/meeting/2008/program/abstracts/09b5.Bi". Below the input field is an example URL: "Example: http://www.site.com/fulltext.html".

If you do not have a link or a file, do not select any radio button from the group.

Scroll to the bottom of the page and select Save. This will save the information that was entered and add the publication to the Selected Works page. An e-mail will be sent to you when the update is complete.



The screenshot shows a yellow banner at the top with the text: "By clicking 'Save' below, you agree to the *SelectedWorks* **Terms of Service** and **Privacy Policy**". Below the banner is a light blue box containing two buttons: "Save" and "Cancel".


Change the entry in the Linked? column to “yes” using the drop down menu. [Move the entire row](#) from the In progress tab to the Linked tab in the spreadsheet.

Editing Existing Entries in Selected Works


Editing Entries

To edit an entry, go to Your Account at <http://works.bepress.com>. Select the faculty member whose page needs editing by clicking on the Edit my site option. Find the entry that needs to be edited, and select the Edit icon next to that entry, as shown below.


Articles

 **Edit**


 Using a Wiki to Enhance Library Instruction (with Jonathan Helmke and Paul Slater) , *Indiana Libraries* (2006)

 **Edit**

 The psychologist, the philosopher, and the librarian: The information literacy version of CRITIC , *Skeptical Inquirer* (2005)

 **Edit**

 Assessing Freshmen Library Skills and Attitudes Before Program Development: One Library's Experience (with Jonathan Helmke) , *College & Undergraduate Libraries* (2004)

 **Edit**


 The road to faculty-librarian collaboration. , *Academic Exchange Quarterly* (2004)

This will take you to a summary of that entry, as shown below. Select the Revise button at the top of the page. This will open the normal data entry screen with all of the options that were available when the entry was first created. Any field can be edited freely using the instructions for creating the entry for that article type that have been presented earlier in this manual.


Articles

 **Revise**

 **Withdraw**

 **Return to Edit My Site**

Next>

 **Update Site**

Using a Wiki to Enhance Library Instruction


Brad Matthies, *Butler University*
Jonathan Helmke
Paul Slater


[Link to Full Text](#)
[Forward to a colleague](#)
[Bookmark](#)

Abstract

A wiki is a type of social software that allows users to write, share, and edit content in real-time, with only rudimentary skills in Web page creation. Moreover it is safe to say that most of what is being written regarding wikis in librarianship tends to focus on wiki-based reference sources, their questionable credibility, and how this question of credibility may impact information literacy. Outside of this contentious topic are a wide range of multidisciplinary articles that focus on the collaborative uses of wikis. However, so far, the library literature appears to lack articles that discuss the application of wikis in library instruction. This article hopes to address this deficiency by chronicling Butler University Libraries' use of a wiki in librarian instruction.

 **Customize Citation**

 **Edit My Photo**



Join My Mailing List





 **Edit About Me**
Brad Matthies
Butler University

- Access Services Librarian
- Project Manager, BU Digital Commons
- Contact Information

Editing Citations

To edit the way a citation is appearing without changing the entry itself, go to Your Account at <http://works.bepress.com>. Select the faculty member whose suggested citation needs editing by clicking on the Edit my site option. Find the entry that needs to have the citation edited, and select the Edit icon next to that entry, as shown below.

Articles

<div style="border: 1px solid red; padding: 2px; display: inline-block;">  Edit </div>	Using a Wiki to Enhance Library Instruction (with Jonathan Helmke and Paul Slater) , <i>Indiana Libraries</i> (2006)
 Edit	The psychologist, the philosopher, and the librarian: The information literacy version of CRITIC , <i>Skeptical Inquirer</i> (2005)
 Edit	Assessing Freshmen Library Skills and Attitudes Before Program Development: One Library's Experience (with Jonathan Helmke) , <i>College & Undergraduate Libraries</i> (2004)
 Edit	The road to faculty-librarian collaboration. , <i>Academic Exchange Quarterly</i> (2004)

This will take you to a summary of that entry, as shown below. Select the Customize Citation button to get a new screen that will allow you to enter the way the suggested citation should be displayed.

The screenshot displays a web interface for an article. At the top, there is a green 'Update Site' button. Below it, a navigation bar includes 'Articles' and a 'Next' link. A row of buttons contains 'Revise', 'Withdraw', and 'Return to Edit My Site'. The main content area features the article title 'Using a Wiki to Enhance Library Instruction' by Brad Matthies, Jonathan Helmke, and Paul Slater. An 'Abstract' section follows, describing the article's focus on wikis in librarianship. A red box highlights a 'Customize Citation' button. Below this, the 'Suggested Citation' is provided. The right sidebar contains a user profile for Brad Matthies, including a photo, a mailing list sign-up, and a list of roles: Access Services Librarian, Project Manager, BU Digital Commons, Contact Information, and Curriculum Vitae [PDF].

Articles Next»

[Update Site](#)

[Revise](#) [Withdraw](#) [Return to Edit My Site](#)

Using a Wiki to Enhance Library Instruction

Brad Matthies, *Butler University*
Jonathan Helmke
Paul Slater

[Link to Full Text](#)
[Forward to a colleague](#)
[Bookmark](#)

Abstract

A wiki is a type of social software that allows users to write, share, and edit content in real-time, with only rudimentary skills in Web page creation. Moreover it is safe to say that most of what is being written regarding wikis in librarianship tends to focus on wiki-based reference sources, their questionable credibility, and how this question of credibility may impact information literacy. Outside of this contentious topic are a wide range of multidisciplinary articles that focus on the collaborative uses of wikis. However, so far, the library literature appears to lack articles that discuss the application of wikis in library instruction. This article hopes to address this deficiency by chronicling Butler University Libraries' use of a wiki in librarian instruction.

[Customize Citation](#)

Suggested Citation

Brad Matthies, Jonathan Helmke, and Paul Slater. "Using a Wiki to Enhance Library Instruction" *Indiana Libraries* 25.3 (2006): 32-34.

[Edit My Photo](#)

[Join My Mailing List](#)
[Enter email here](#) [Sign Up](#)

[Edit About Me](#)

Brad Matthies
Butler University

- Access Services Librarian
- Project Manager, BU Digital Commons
- Contact Information
- Curriculum Vitae [PDF]

[Edit My Background Info](#)

Expertise

The screen for customizing the citation is shown below. It includes instructions for entering the formatting for the citation on the screen itself.

Save ChangesCancel

Customize Citation

Here you can customize how your citation appears on the individual article page. Instructions: Edit citations directly in the boxes below and click **Save**

Using a Wiki to Enhance Library Instruction

Suggested Citation:

Brad Matthies, Jonathan Helmke, and Paul Slater. "Using a Wiki to Enhance Library Instruction" *Indiana Libraries* 25.3 (2006): 32-34.

Custom Citation:

SMALL CAPSItalicLink

To display your title in **SMALL CAPS**, highlight your title and press the **Small Caps** button.

To display part of your citation in *Italics*, highlight your text and press the **Italics** button.

To insert a hyperlink **select/highlight** the word or phrase that you wish to hyperlink. Then press the **Link** button.

When the **"Insert Hyperlink"** dialog box appears, enter the URL and press **OK**.


Save ChangesCancel

Select Save Changes to save the new suggested citation. This only changes the way the Suggested Citation is displayed. It does not make any changes to the actual entry in Selected Works.


Removing Entries

To remove an entry from a Selected Works page, go to Your Account at <http://works.bepress.com>. Select the faculty member whose page has the entry to be deleted by clicking on the Edit my site option. Find the entry that needs to be deleted, and select the Edit icon next to that entry, as shown below.


Articles

 **Edit**


Using a Wiki to Enhance Library Instruction (with Jonathan Helmke and Paul Slater) , *Indiana Libraries* (2006)

 **Edit**

The psychologist, the philosopher, and the librarian: The information literacy version of CRITIC , *Skeptical Inquirer* (2005)

 **Edit**

Assessing Freshmen Library Skills and Attitudes Before Program Development: One Library's Experience (with Jonathan Helmke) , *College & Undergraduate Libraries* (2004)

 **Edit**

The road to faculty-librarian collaboration. , *Academic Exchange Quarterly* (2004)

This will take you to a summary of that entry, as shown below. Select the Withdraw button to delete the entry. You will get one warning pop-up to ensure that this is what you wish to do.

Articles

Update Site

Next»

Revise

Withdraw

Return to Edit My Site

Using a Wiki to Enhance Library Instruction

Brad Matthies, *Butler University*
Jonathan Helmke
Paul Slater

Abstract


A wiki is a type of social software that allows users to write, share, and edit content in real-time, with only rudimentary skills in Web page creation. Moreover it is safe to say that most of what is being written regarding wikis in librarianship tends to focus on wiki-based reference sources, their questionable credibility, and how this question of credibility may impact information literacy. Outside of this contentious topic are a wide range of multidisciplinary articles that focus on the collaborative uses of wikis. However, so far, the library literature appears to lack articles that discuss the application of wikis in library instruction. This article hopes to address this deficiency by chronicling Butler University Libraries' use of a wiki in librarian instruction.


Customize Citation

Link to Full Text

Forward to a colleague

Bookmark


 **Edit My Photo**



Join My Mailing List

Enter email here

Sign Up

 **Edit About Me**

Brad Matthies
Butler University

- Access Services Librarian
- Project Manager, BU Digital Commons
- Contact Information

Tracking the On Hold tabs

Introduction

The On Hold tab in each tracking spreadsheet is for publications that fall into one of the following categories:

- Publications that are forthcoming but not yet published at the time the faculty member's CV was submitted
- Publications that are under embargo and we must wait until a certain date before adding them to the repository
- Publications that we have been unable to locate any access to
- Publications that we decided not to include on the Selected Works page for any reason (these are saved as a record of the decision in case we ever need to go back to that information later).

Obviously the first two categories involve situations that will cause the publications to need further processing at a later date. Once or twice a year, the publications in the On Hold tabs should be reviewed to check for any items in one of the first two categories that are now ready for regular processing. If time permits, it may also be helpful to check for access to those publications that were previously unavailable in case we now are able to locate them.

Process for updating

Forthcoming publications

When reviewing the On Hold tabs, all forthcoming publications (with a question mark in the date field) should be checked to determine whether they have now been published. If so, the publication should be [moved](#) to the In progress tab and the Permission status changed to Investigating. The normal process for [addition of publications to a Selected Works page](#) can be followed using instructions for the appropriate article type. If not, leave the publication in the On Hold tab until the next review.

Embargoed publications

An embargoed publication is one that the copyright holder does not allow us to enter into the repository for a certain amount of time after publication in the original journal or book. When reviewing the On Hold tabs, checked embargoed publications (Permission status = embargo) to see if the embargo date has passed. This date should be recorded in the Notes field. If the embargo date has passed, the publication should be [moved](#) to the In progress tab and the Permission status changed to Investigating. The normal process for [adding a publication to a Selected Works page](#) can be followed for the appropriate article type. Start at whatever point in the process that previous work for this publication stopped. If the embargo date has not passed, leave the publication in the On Hold tab until the next review.

Publications without access

If time permits when reviewing the On Hold tabs, check the publication for which access was previously not available to determine whether they can now be located. If so, the publication should be [moved](#) to the In progress tab and the Permission status changed to Investigating. The normal process for [adding a publication to a Selected Works page](#) can be followed for the appropriate article type. Start at whatever point in the process that previous work for this publication stopped. If the publication cannot be located, leave the publication in the On Hold tab to keep a record of the attempts to locate it.

Appendix A: Microsoft Word 2007 Tips

Printing a Word 2007 document to PDF

With Word 2007, it is now possible to use the print function in Word to convert a Word file to a PDF document. Use the Office button to go to the Save As menu. Select PDF. Save as you normally would by selecting a file name and location for the document.

Table of Contents

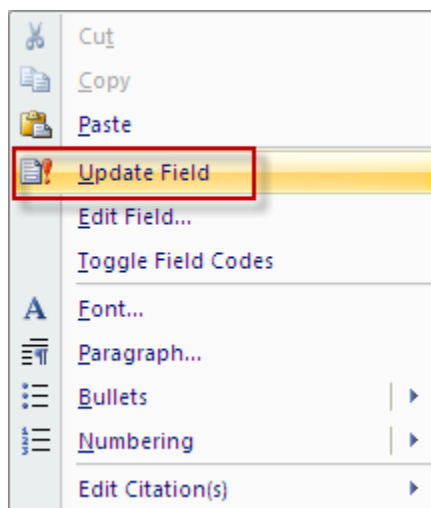
The Table of Contents in a Word document can be created so that it is updated as the document's contents change. In addition, each entry in the Table of Contents is hyperlinked to the actual section in the document where that entry resides. This is done by using the Headings functions in Word.

Using a Table of Contents

To use a Table of Contents in Word to go to a desired location in the document, hold the Ctrl key down and select the entry that describes the location to which you wish to go.

Updating the Table of Contents

When changes have been made to the document, the Table of Contents will need to be updated to reflect those changes. To do this, right click in the Table of Contents area. (You will note that the entire Table of Contents turns gray when you click in that area.) In the resulting pop-up menu, select Update Field, as shown below.



This will produce new pop-up box. If the only thing that has changed are the page numbers (from re-pagination from a section being expanded or contracted), select the Update page numbers only radio button, as shown below. This will update the page numbers for all entries currently listed in the Table of Contents, but will not check for new headings or the deletion of old headings. Select OK. The Table of Contents is now re-numbered.



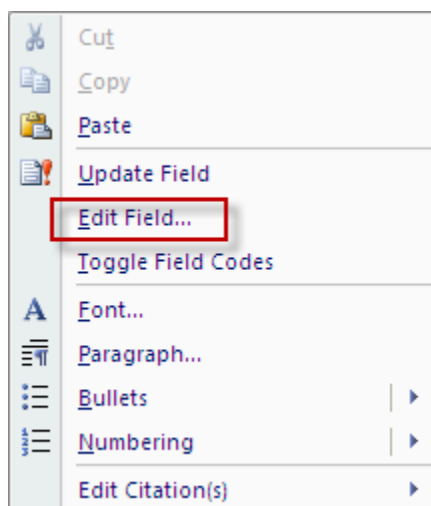
If you have added, changed, or deleted any headings in the document, choose the Update entire table radio button, as shown below. Select OK. This will check the entire document for headings and will create a new Table of Contents with updated entries and updated page numbers.



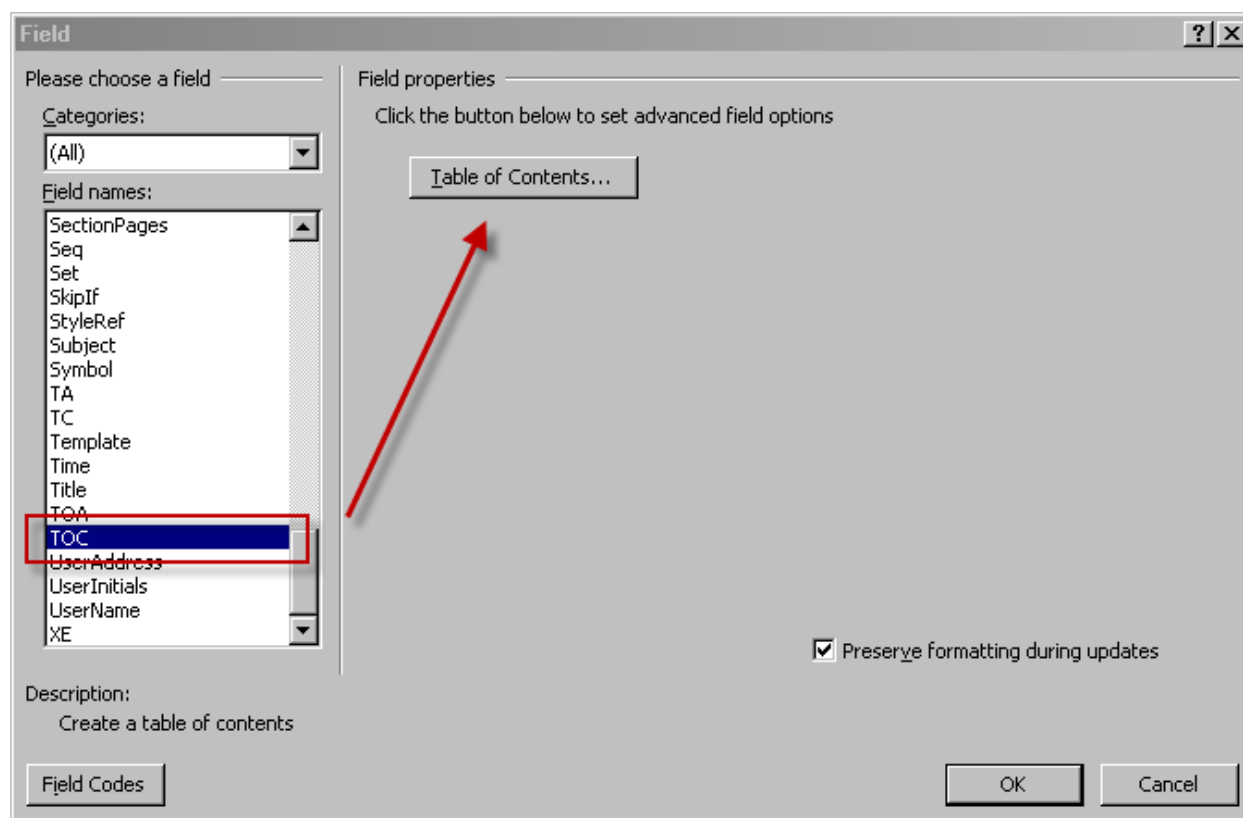
Note: when adding or changing headings in the document, the Table of Contents uses only the defined headings (Heading 1, Heading 2, etc.) to recognize items that belong in the Table of Contents. Be sure that you format the headings that you want to appear in the Table of Contents using the defined heading options. If a heading that you want to appear in the Table of Contents is not appearing where it should, check the formatting of that line of text in the document to ensure that it is set to the proper Heading format.

Re-formatting the Table of Contents

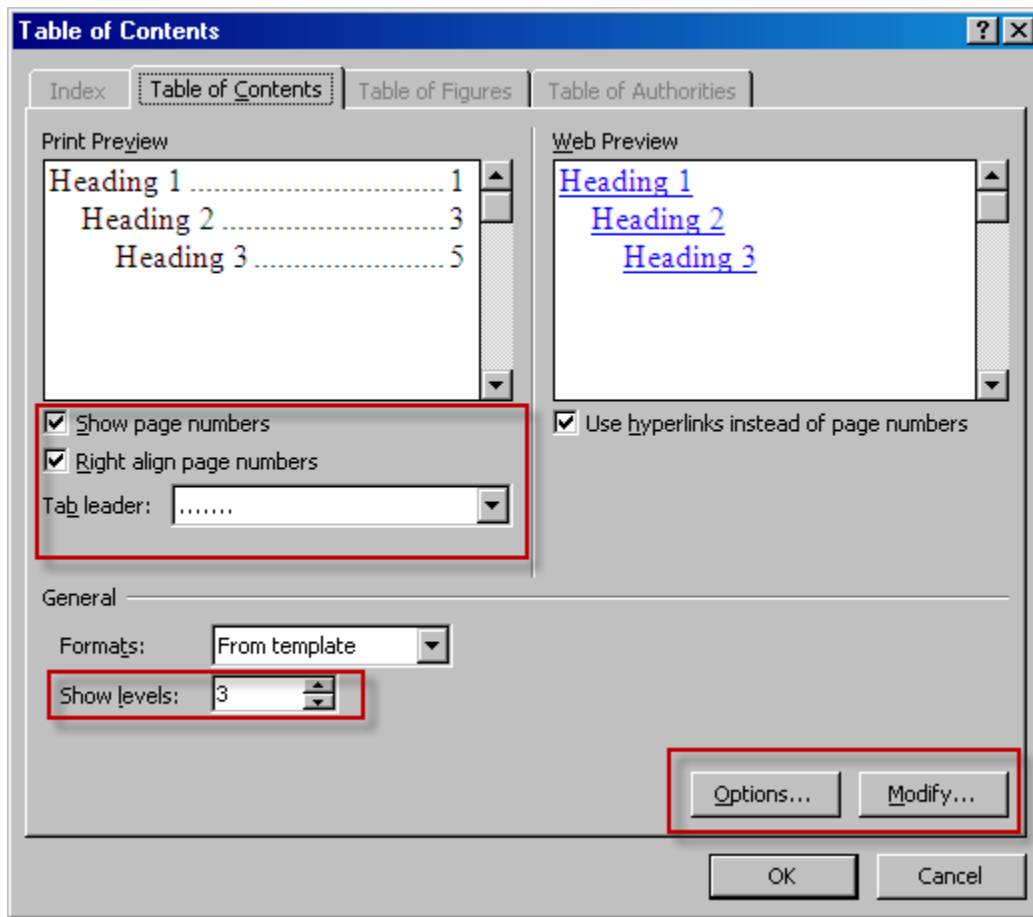
To change the formatting of the Table of Contents, right click on the Table of Contents area, and select Edit Field, as shown below.



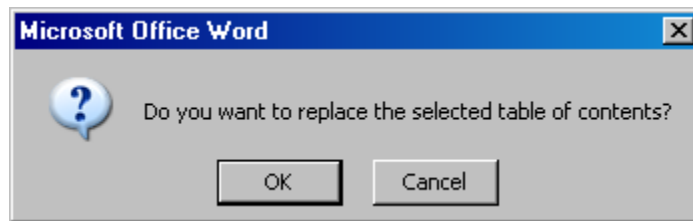
This will bring up a new pop-up window. On the left side, scroll down in the Field names area and select TOC, as shown below. This will cause the button on the right side to say Table of Contents, as shown below by the arrow. Click on the Table of Contents button.



This will produce a new pop-up window. The number of levels of headings can be adjusted using the Show levels fields. Other options for different formatting can be found in the areas marked in red below. The Options and Modify button will open additional pop-up windows with more options. When you have made all of your desired changes, click OK.

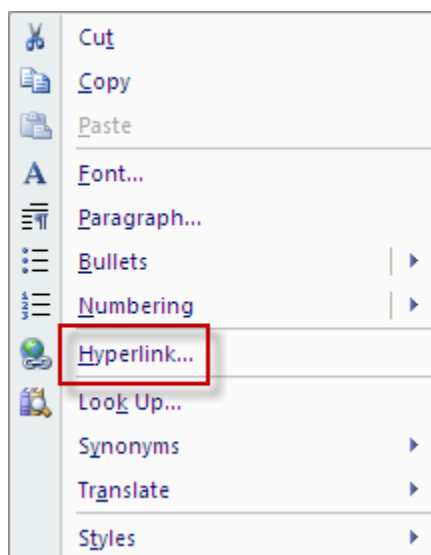


If you have made changes to the Table of Contents formatting, it will ask if you wish to replace the Table of Contents with the new format. Click OK.

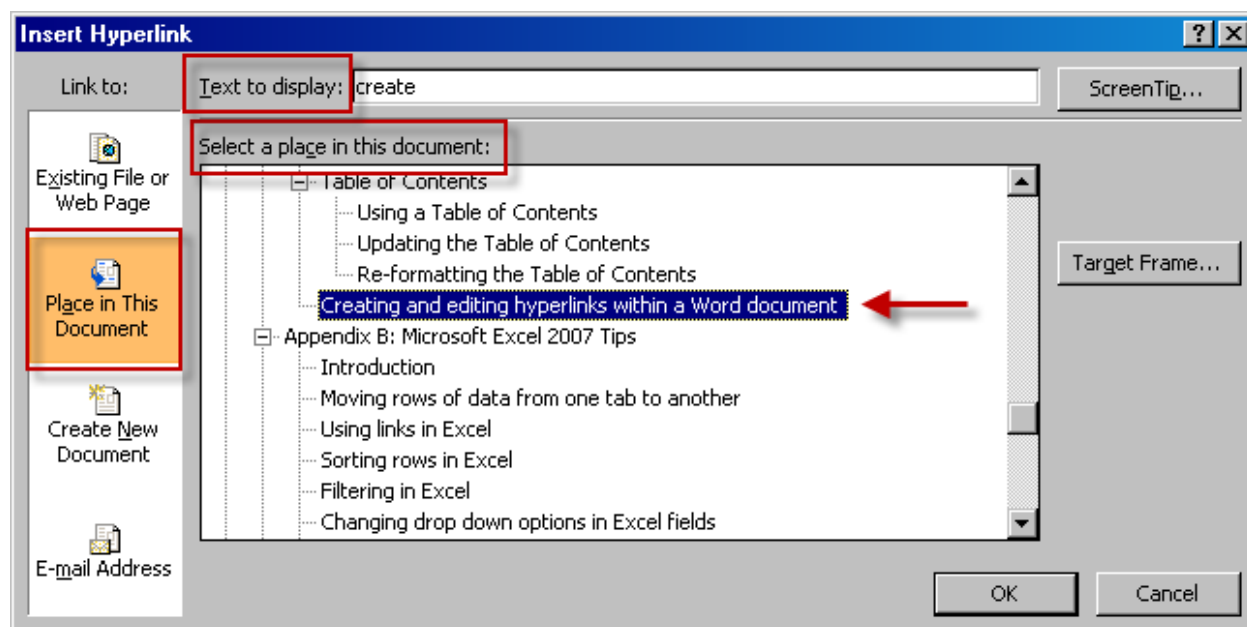


Creating and editing hyperlinks within a Word document

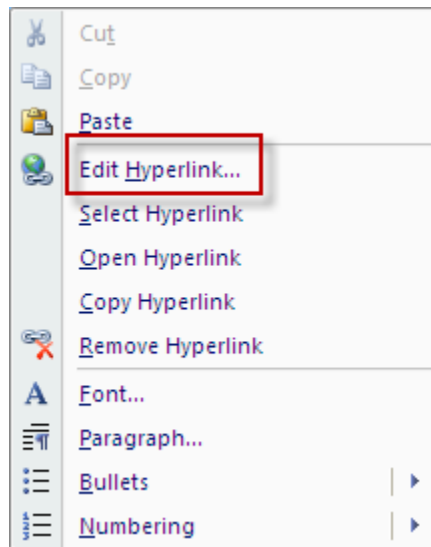
To create a hyperlink to another place within a Words document, highlight the text that will be hyperlinked. Right-click on that text to produce a pop-up menu, as shown below, and select the hyperlink option.



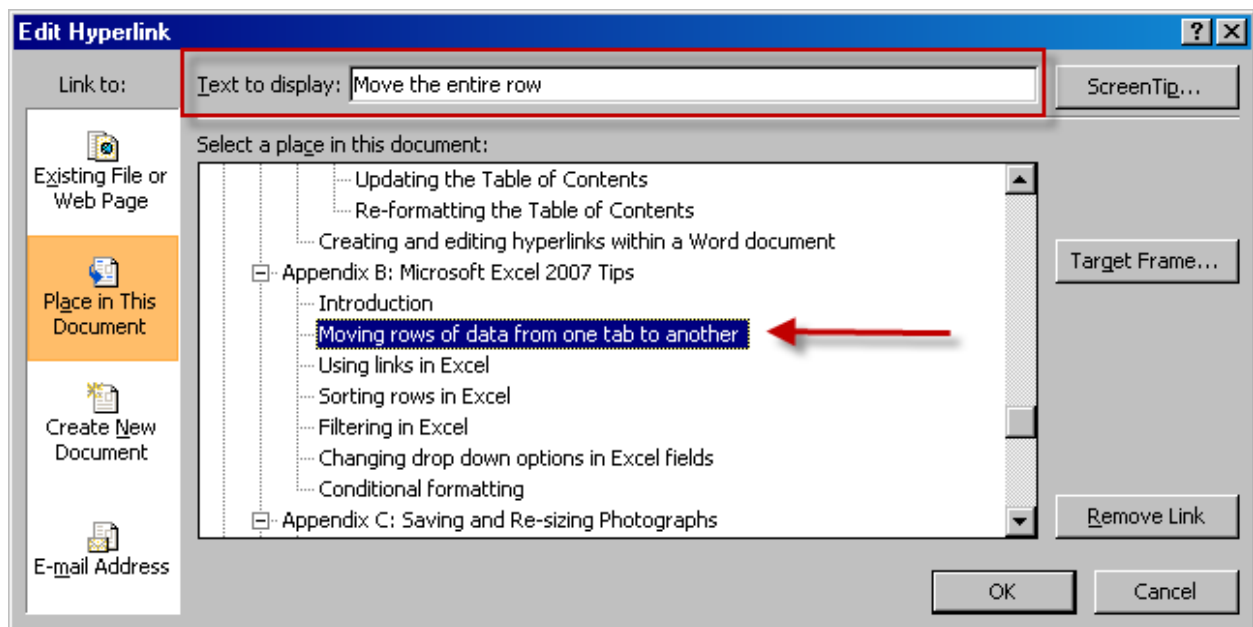
This will cause a new pop-up box to appear. The highlighted text from your document will appear in the Text to display field at the top of the box. This is the text that will be hyperlinked (in blue and underlined) when you are finished. Edit this text now, if necessary. Select the Place in This Document option on the left side of the box, as shown. This will cause all of the headings from your document to appear in the Select a place in this document box in the middle of the pop-up box. It always starts at the bottom of the document. Scroll up to select the heading that you want the hyperlink to take the user to, as shown by the arrow. Click OK. Your hyperlink should now be functional.



If you wish to edit an existing hyperlink, right click on the hyperlink to obtain a pop-up menu. Select the Edit hyperlink option, as shown below.



This will create a new pop-up box. To change the text that is hyperlinked, edit the text in the Text to display field at the top of the box. To change the destination of the hyperlink, select a different heading in the Select a place in this document box. Select OK.



To remove a hyperlink, right click on the hyperlink and select the Remove hyperlink option in the pop-up menu that appears. The text will remain as normal text.

Appendix B: Microsoft Excel 2007 Tips

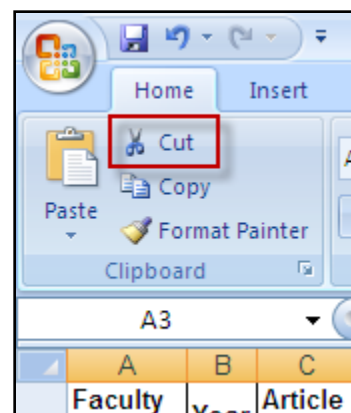
Introduction

The tips below will be helpful in working with the tracking spreadsheets.

Moving rows of data from one tab to another

At certain points in the process, it is helpful to move publications from the In progress tab to one of the other tabs once the work required to add that publication to Selected Works is completed. This saves the information recorded for that publication, but removes it from the In progress tab where the publications you are currently working on are stored.

To move a publication from one tab to another, start in the tab where the publication is currently listed (in the case below, the In progress tab) and click on the number next to the row (shown in red below) you wish to move to highlight the entire row. Use the Ctrl-X function or the Cut button in the Clipboard group of the Home ribbon (shown at right), to remove the row from the current tab. The row will appear to have a dashed line around it at this point, but it will not disappear until it has been pasted into a new location.



	A	B	C	D	E	F	G	H
	Faculty member	Year	Article type	Article citation	Permission status	Linked?	Notes	Link
1	Dolan, Rebecca W.	2005	Journal article	O'Donnell, R. and R. W. Dolan. 2005. A new species of <i>Streptanthus</i> (Brassicaceae) from Three Peaks in Lake County, California. <i>Madroño</i> 52:202-206.	Allowed	Yes	Available in print at Science Library, no electronic subscription, published by Berkeley, California Botanical Society, 1916- (http://www.calbatsoc.org/madrono.html), not listed in Romeo - request e-mailed to Dr. John Callaway (Madrone@lists.berkeley.edu) on 3 Feb 2009 - recieved permission on 25 Mar - requested from author on 30 Mar - received 31 Mar and sent for scanning	
2	Dolan, Rebecca W.	1989	Journal article	Dolan, R.W. and L.F. LaPre. 1989. Taxonomy of <i>Streptanthus</i> sect. <i>Biennes</i> , the <i>Streptanthus morisonii</i> complex. (Brassicaceae). <i>Madroño</i> 36:33-40.	Allowed	Yes	Available in print at Science Library, no electronic subscription, published by Berkeley, California Botanical Society, 1916- (http://www.calbatsoc.org/madrono.html), not listed in Romeo - e-mailed request to Dr. John Callaway (Madrone@lists.berkeley.edu) on 23 Mar 2009 - recieved permission on 30 Mar and requested from author on 30 Mar - received 31 Mar and sent for scanning	
3	Dolan, Rebecca W.	1997	Journal article	Crandall, R. and R. W. Dolan. 1997. Floristic inventory of Crooked Creek Community Juan Solomon Park, Indianapolis, IN. <i>Proceedings of the Indiana Academy of Science</i> 109:1-24.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
4	Dolan, Rebecca W.	1995	Journal article	Dolan, R.W. 1995. The royal catchfly (<i>Silene regia</i> ; Caryophyllaceae) in Indiana. <i>Proceedings of the Indiana Academy of Science</i> 104:1-10.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
5	Dolan, Rebecca W.	1994	Journal article	Dolan, R.W. 1994. Effects of a prescribed burn on tree- and herb-layer vegetation in a post oak (<i>Quercus stellata</i>) dominated flatwoods. <i>Proceedings of the Indiana Academy of Science</i> 103:25-32.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
6	Dolan, Rebecca W.	1992	Journal article	Dolan, R.W. 1992. "A complete index to the Butler University Botanical Studies, a journal of original research published by Butler University 1929-1964." <i>Proceedings of the Indiana Academy of Science</i> 101:1-18.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
7	Glennan, Stuart	1994	Book chapter	Why there can't be a Logic of Induction. (1994). <i>PSA 1994, Vol. II</i> , edited by D. Hull and M. Forbes. E. Lansing: Philosophy of Sciences Association	Requested	No	not in Butler catalog, in WorldCat - full title is <i>PSA 1994 : proceedings of the 1994 biennial meeting of the Philosophy of Science Association</i> - http://philsci.org/ - request sent to Gary Hardcastle (ghardcas@bloomu.edu) on 18 Feb - Gary forwarded to Univ. of Chicago Press who handles their publishing on 19 Feb	http://www.worldcat.org/oclc/34677895&referer=brief
8	Mason, David S.	1991	Book chapter	"The Polish Parliament and Labor Legislation During Solidarity," in David Olson and Michael Mezey, eds., <i>Legislatures in the Policy Process</i> (Cambridge University Press, 1991), pp. 476-488.	Allowed	No	Not in Butler catalog, but is in WorldCat - sent request to rights@cambridge.org on 4 Mar - received approval on 6 Mar with conditions - requested copy from author on 26 Mar - author cannot find his copy - submitted request on 30 Mar	http://www.worldcat.org/oclc/20561583&tab=holding 5208

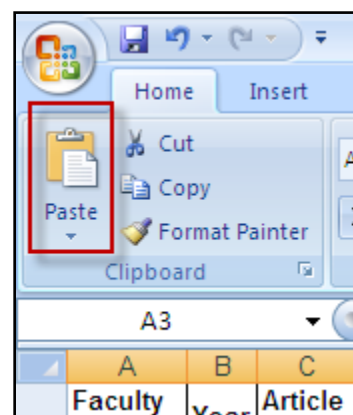
Now switch to the tab to which you wish to move the row (in the case below, this is the Archived tab). Scroll down to the first empty row and highlight the entire row by clicking on the row number at the left, as shown below.

	A	B	C	D	E	F	G	H	I
	Faculty member	Year	Article type	Article citation	Permission status	Linked?	Notes	Link	
1	van der Linden, Harry	2001	Review	Review of Alexander Kaufman, <i>Welfare in the Kantian State</i> (1999), <i>Kantian Review</i> 5 (2001): 136-39.	Allowed	Yes	no subscription access or open access for this article - publisher's web site at http://www.uwp.co.uk/book_desc/kant.html - editorial enquiries go to Prof. Howard Williams at hvw@aber.ac.uk - sent request for both reviews by e-mail on 25 Feb - permission received on 26 Feb - requested copy from author on 2 Mar - received from author on 12 Mar and sent for uploading		
25	van der Linden, Harry	1992	Review	Review of Hans Reiss, editor, <i>Kant, Political Writings</i> (1991), <i>Canadian Philosophical Reviews</i> 12 (April 1992): 139-141.	Allowed	Yes	no subscription access - has changed its title to <i>Philosophy in Review</i> (http://web.uvic.ca/hrd/pir/) - editor is David Scott (pir@uvic.ca) - requested permission for both reviews by e-mail on 25 Feb - permission received on 26 Feb - requested copy from author on 2 Mar - received from author 12 Mar and sent for uploading		
26	van der Linden, Harry	1991	Review	Review of Richard L. Velkley, <i>Freedom and the End of Reason: On the Moral Foundation of Kant's Critical Philosophy</i> (1989), <i>Canadian Philosophical Reviews</i> 11 (April 1991): 140-141.	Allowed	Yes	no subscription access - has changed its title to <i>Philosophy in Review</i> (http://web.uvic.ca/hrd/pir/) - editor is David Scott (pir@uvic.ca) - requested permission for both reviews by e-mail on 25 Feb - permission received on 26 Feb - requested copy from author on 2 Mar - received from author on 12 Mar and sent for uploading		
27	van der Linden, Harry	1997	Review	Review of Roger J. Sullivan, <i>An Introduction to Kant's Ethics</i> (1994), <i>Kant-Studien</i> 88 (1997): 350-53.	Allowed	Yes	no subscription access - journal web site at http://www.degruyter.de/journals/ks/detailEn.cfm - permission contact is rights@degruyter.com - sent request for both reviews by e-mail on 25 Feb - received permission on 12 Mar - must give URL to publisher's site - requested from author on 23 Mar - received copy from author on 30 Mar		
28	van der Linden, Harry	1995	Book chapter	"Kant, the Duty to Promote International Peace, and Political Intervention," in <i>Proceedings of the Eighth International Kant Congress, Volume II</i> , ed. Hoke Robinson (Milwaukee, Wisconsin: Marquette University Press, 1995), pp. 71-81.	Allowed	Yes	Not in Butler catalog, is in WorldCat - requested permission from Manager Maureen Kondrick (maureen.kondrick@marquette.edu) on 11 Mar - received permission on 11 Mar with specific attribution requested - requested from author on 23 Mar - received article from author on 30 Mar	http://www.worldcat.org/oclc/32527968?tab=holdings	
29	van der Linden, Harry	1995	Review	Review of Kenneth Baynes, <i>The Normative Grounds of Social Criticism: Kant, Rawls, and Habermas</i> (1992), <i>Kant-Studien</i> 86 (1995): 379-382.	Allowed	Yes	no subscription access - journal web site at http://www.degruyter.de/journals/ks/detailEn.cfm - permission contact is rights@degruyter.com - sent request for both reviews by e-mail on 25 Feb - received permission on 12 Mar - must give URL to publisher's site - requested from author on 23 Mar - received copy from author on 30 Mar		
30									
31									
32									
33									
34									
35									

Paste the information into this row by using Ctrl-V or by selecting the Paste icon in the Clipboard group of the Home ribbon, as shown at right. The information from the row you are moving should now appear in the new tab.

Note: it is important to move rows to the first empty row at the bottom of the spreadsheet in order to preserve the conditional formatting and drop down menu options that have been applied. If the row is inserted into the spreadsheet, the formatting may be lost. Therefore, it is best to enter the information in the first blank row at the bottom of the spreadsheet and use the [sort](#) function to move the row into the proper position.

There will now be an empty row in the tab where the information previously existed, as shown in the In progress tab below. Highlight the empty row by right-clicking on row number on the left next to the empty row. This will cause a pop-up menu to appear, as shown below. Select the delete option to remove the empty row.



Selected Works Manual – Butler University Libraries

Faculty member	Year	Article type	Article citation	Permission status	Linked?	Notes	Link
Dolan, Rebecca W.	2005	Journal article	O'Donnell, R. and R. W. Dolan. 2005. A new species of <i>Streptanthus</i> (Brassicaceae) from Three Peaks in Lake County, California. <i>Madrone</i> 52:202-206.	Allowed	Yes	Available in print at Science Library, no electronic subscription, published by Berkeley, California Botanical Society, 1916- (http://www.calbotoc.org/madrone.html), not listed in Romeo - request e-mailed to Dr. John Callaway (Madrone@lists.berkeley.edu) on 3 Feb 2009 - received permission on 25 Mar - requested from author on 30 Mar - received 31 Mar and sent for scanning	
			R. W. Dolan. 1997. Floristic ooked Creek Community Juan Indianapolis, IN. <i>Proceedings of Academy of Science</i> 109:1-24.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
			95. The royal catchfly (<i>Silene</i> [Ilacaeae] in Indiana. <i>Proceedings Academy of Science</i> 104:1-10.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
			94. Effects of a prescribed burn b-layer vegetation in a post oak ta) dominated flatwoods. the Indiana Academy of Science 103:25-32.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
Dolan, Rebecca W.	1992	Journal article	Dolan, R.W. 1992. "A complete index to the Butler University Botanical Studies, a journal of original research published by Butler University 1929-1964." <i>Proceedings of the Indiana Academy of Science</i> 101:1-18.	Requested	No	no subscription access - available in print or microform in Science Library - web site http://www.indianaacademyofscience.org/htmlfiles/proceedings.html - rights & permissions contact is Nelson R. Schaffer (shaffern@indiana.edu) - sent request for 4 articles on 23 Mar	
Glennan, Stuart	1994	Book chapter	Why there can't be a Logic of Induction. (1994). <i>PSA 1994, Vol. II</i> , edited by D. Hull and M. Forbes. E. Lansing: Philosophy of Sciences Association	Requested	No	not in Butler catalog, in WorldCat - full title is PSA 1994 : proceedings of the 1994 biennial meeting of the Philosophy of Science Association - http://philsci.org/ - request sent to Gary Hardcastle (ghardcas@bloomu.edu) on 18 Feb - Gary forwarded to Univ. of Chicago Press who handles their publishing on 19 Feb	http://www.worldcat.org/oclc/34677895?referer=brief
Mason, David S.	1991	Book chapter	"The Polish Parliament and Labor Legislation During Solidarity," in David Olson and Michael Mezey, eds., <i>Legislatures in the Policy Process</i> (Cambridge University Press, 1991), pp. 179-200.	Allowed	No	Not in Butler catalog, but is in WorldCat - sent request to rights@cambridge.org on 4 Mar - received approval on 6 Mar with conditions - requested copy from author on 26 Mar - author cannot find his copy - submitted ILL request on 30 Mar	http://www.worldcat.org/oclc/20561583?tab=holding:6208
Mason, David S.	1982	Journal article	(with G. Kyzr Sheeley), "The Day Indianapolis Died" (Effects of Nuclear Attack), <i>Indianapolis Monthly</i> , April 1992, reprinted in Congressional Record, April 29, 1992.	Allowed	No	copy of this article is located in Archives in Irwin Library - no online access available to either title for that year - sent request to Editor David Zivan (dzivan@indymonthly.emmis.com) at Indianapolis Monthly on 11 Mar - permission received on 11 Mar - requested copy from author on 26 Mar - received hard	

Multiple rows can be moved from one sheet to another at the same time. The instructions are the same, except that you will need to select multiple rows in the initial tab at the start. (It is still only necessary to select a single row in the destination tab. It will use however many rows are necessary to add all of the information being pasted.)

To select multiple *adjacent* rows, select the first row in the group (by clicking on the row number on the left) and hold down the shift key to highlight all rows through the last desired row that you click on. (For example, click on row 3, hold down the shift key and select row 6. This will highlight rows 3, 4, 5, and 6.)

To select multiple *non-adjacent* rows, hold down the Ctrl key and select each row you wish to move individually. (For example, if you hold down the Ctrl key and select rows 2, 4, 6, and 8, only those four rows will be highlighted. Rows 3, 5, and 7 will not be highlighted.)

Using links in Excel

A link in Excel can be made into a hyperlink automatically only if it is the only thing entered in the cell. This is why only links that will be used in Selected Works are entered in the Links column. To use this column, enter the URL into a cell. Now double-click inside the cell to activate the URL. It should now be blue and underlined like other hyperlinks. Once the URL is activated, clicking normally in that cell will automatically open the web page in a browser. If you

wish to edit the URL, you must click in the cell with your mouse and *hold down* the mouse key for a moment. Now the text in the cell will be selected, and you will be able to edit the contents of the cell in the usual manner.

Sorting rows in Excel

To change the order of the rows in a tab in Excel, click the small square in the upper left corner of the spreadsheet to select the entire spreadsheet (all rows and all columns), as shown below in the red box.

	A	B	C	D	E	F	G	H	I
1	Faculty member	Year	Article type	Article citation	Permission status	Linked?	Notes	Link	
28	van der Linden, Harry	1997	Review	Review of Roger J. Sullivan, <i>An Introduction to Kant's Ethics</i> (1994), <i>Kant-Studien</i> 88 (1997): 350-53.	Allowed	Yes	no subscription access - journal web site at http://www.degruyter.de/journals/ks/detailEn.cfm - permission contact is rights@degruyter.com - sent request for both reviews by e-mail on 25 Feb - received permission on 12 Mar - must give URL to publisher's site - requested from author on 23 Mar - received copy from author on 30 Mar		

With the entire spreadsheet highlighted, select the Sort icon in the Sort & Filter group of the Data ribbon. This will create a pop-up box as shown below with the sorting criteria in it. To sort as is described, select OK. If you wish to sort in a different manner, use the icons at the top of the box and pull down menus for each item to set up the sort functions in whatever way will be most helpful to you. Select OK.

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'Sort & Filter' group is active, and the 'Sort' icon is highlighted. A 'Sort' dialog box is open, showing the following settings:

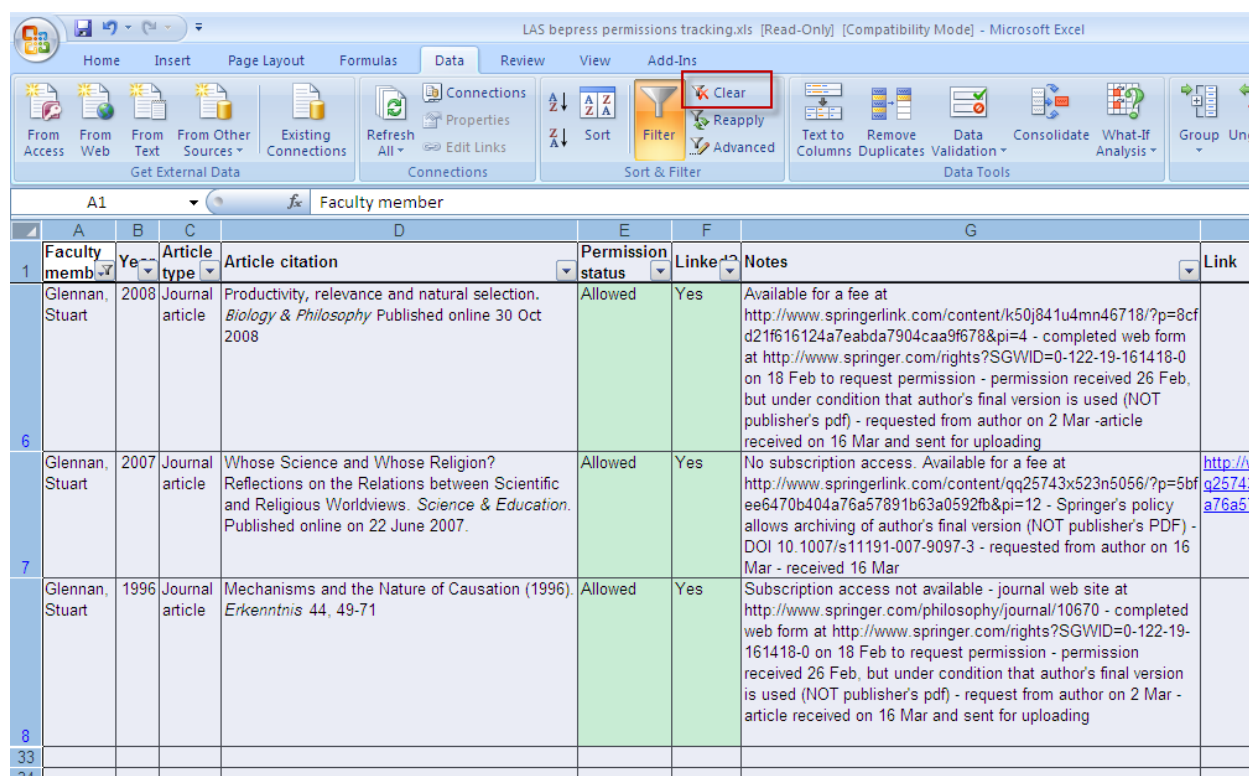
- Sort by:** Faculty member
- Sort On:** Values
- Order:** A to Z
- Then by:** Year
- Sort On:** Values
- Order:** Largest to Smallest
- My data has headers:** ☒

The background spreadsheet shows the following data (rows 1-4):

	A	B	C	D	E	F	G	H
	Faculty member	Year	Article type	Article citation	Permission status	Linked?	Notes	Link
1	Bauman, Chad M.	2008	Review	Review of <i>Indian Religions: Renaissance and Renewal</i> , ed. by Anna S. King, <i>Numen</i> 55 (2008): 343-47.	Allowed	Yes	access available via subscription, but embargoed for 5 years post-publication, publisher's web site (http://www.brill.nl/Default.aspx?partID=199&cid=695) gives permission to archive the author's post-refereed, but pre-print version of articles (publisher's layout cannot be used) - requested version from author and received it 2 Feb	
2	Bauman, Chad M.	2008	Review	Review of <i>The Crisis of Secularism</i> , ed. by A. D. Needham and R. S. Rajan, <i>J. Society for Hindu-Christian Studies</i> 74-6.	Allowed	Yes	Note: actual journal title is <i>Journal of Hindu-Christian Studies</i>	
3	Bauman, Chad M.	2006	Journal article	"Singing of Satnam: Blind Sir Religious Identity, and Satna in Chhattisgarh, India," <i>Journ Christian Studies</i> 19 (2006):				
4	Dolan, Rebecca W.	2008	Journal article	Dolan, R.W., P. Quintana-As Menges. 2008. Fire-induced populations of a seed-banking perennial plant. <i>Oecologia</i> 158:355-360.			International Association for Ecology, Romeo indicates standard contract would allow archiving of author's final version (NOT publisher's version) - request sent to permissions.heidelbera@springer.com via a web form on 3 Feb	

This will sort all rows in that tab of your spreadsheet according to the criteria you have selected. Each tab of the spreadsheet must be sorted separately.

To remove the filter when you are finished and unhide all data, click the Clear icon in the Sort & Filter group of the Data ribbon, as shown below.



Changing drop down options in Excel fields

The cells in the Article type, Permission status, and Linked? columns have been formatted with drop downs for data entry in order to standardize the information that can be entered in these fields. This is useful for [sorting](#), [filtering](#), and for [conditional formatting](#) because it limits the number of possible options. The information for that controls the options in the drop down menus can be found in the Permission statuses tab.

At the top of this tab are the options for the Permission status column drop downs, as shown below. To add more options to the drop down, insert a row in the appropriate place and add a new entry in the Permission status column. This option will now appear in the drop down for that column in all tabs in this spreadsheet. In order to make the same options appear in all of the tracking spreadsheets, you will need to make this change in all of the spreadsheets.

	A	B
1	Permission status	Description
2	Access	Butler University Libraries has access to this article via subscription or open access source.
3	Allowed	Permission has been granted by the publisher or is permitted by their standard contract (per Romeo).
4	Book	Item is a book; link to catalog entry provided.
5	Denied	Permission was denied by the publisher.
6	Embargo	Article is currently in embargo period, but access will be available at the end of the embargo.
7	Investigating	Permission status is under investigation.
8	Other	Use for Presentation and Other article types where permission is not needed.
9	Requested	Permission has been requested from the publisher to add this article to Digital Commons.
10		

A little farther down are the options for the Article types, as shown below on the left. The options for the Linked? column are even farther down in the spreadsheet, as shown below on the right. These can both be edited in the same way as described above.

26	Article Types	
27	Book	
28	Book chapter	
29	Journal article	
30	Other	
31	Presentation	
32	Review	

48		
49	Yes	
50	No	
51		

To create new drop down menus for new columns you may create, the help menu provides the following set of instructions. Search for Create a drop-down list from a range of cells to find this information.

Create a drop-down list from a range of cells

Show

Tags create list menu

What are tags?

B	C
Department:	<div style="border: 1px solid black; padding: 2px;">Sales</div> <div style="border: 1px solid black; padding: 2px;">Finance</div> <div style="border: 1px solid black; padding: 2px;">R&D</div> <div style="border: 1px solid black; padding: 2px;">IT</div>

To make data entry easier, or to limit entries to certain items that you define, you can create a drop-down list of valid entries that is compiled from cells elsewhere in the workbook. When you create a drop-down list for a cell, it displays an arrow in that cell. To enter information in that cell, click the arrow, and then click the entry that you want.

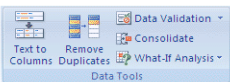
To create a drop-down list from a range of cells, use the **Data Validation** command in the **Data Tools** group on the **Data** tab.

- To create a list of valid entries for the drop-down list, type the entries in a single column or row without blank cells. For example:

A
1 Sales
2 Finance
3 R&D
4 IT

NOTE You may want to sort the data in the order that you want it to appear in the drop-down list.
- If you want to use another worksheet, type the list on that worksheet, and then define a **name** for the list.

How to define a name
- Select the cell where you want the drop-down list.
- On the **Data** tab, in the **Data Tools** group, click **Data Validation**.



Issue: The **Data Validation** command is unavailable.
- In the **Data Validation** dialog box, click the **Settings** tab.
- In the **Allow** box, click **List**.
- To specify the location of the list of valid entries, do one of the following:
 - If the list is in the current worksheet, enter a reference to your list in the **Source** box.
 - If the list is on a different worksheet, enter the name that you defined for your list in the **Source** box.

In both cases, make sure that the reference or name is preceded with an equal sign (=). For example, enter =ValidDepts.
- Make sure that the **In-cell dropdown** check box is selected.
- To specify whether the cell can be left blank, select or clear the **Ignore blank** check box.
- Optionally, display an input message when the cell is clicked.

How to display an input message
- Specify how you want Microsoft Office Excel to respond when invalid data is entered.

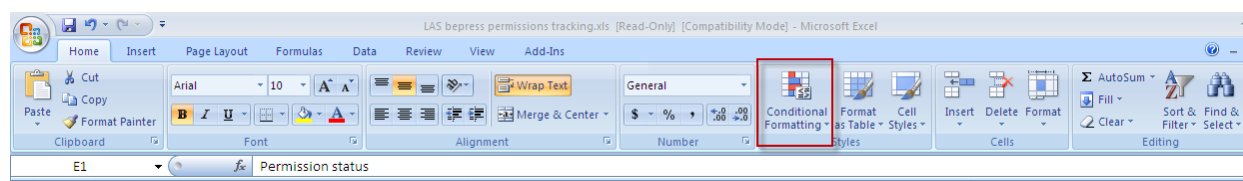
How to specify a response to invalid data

NOTES

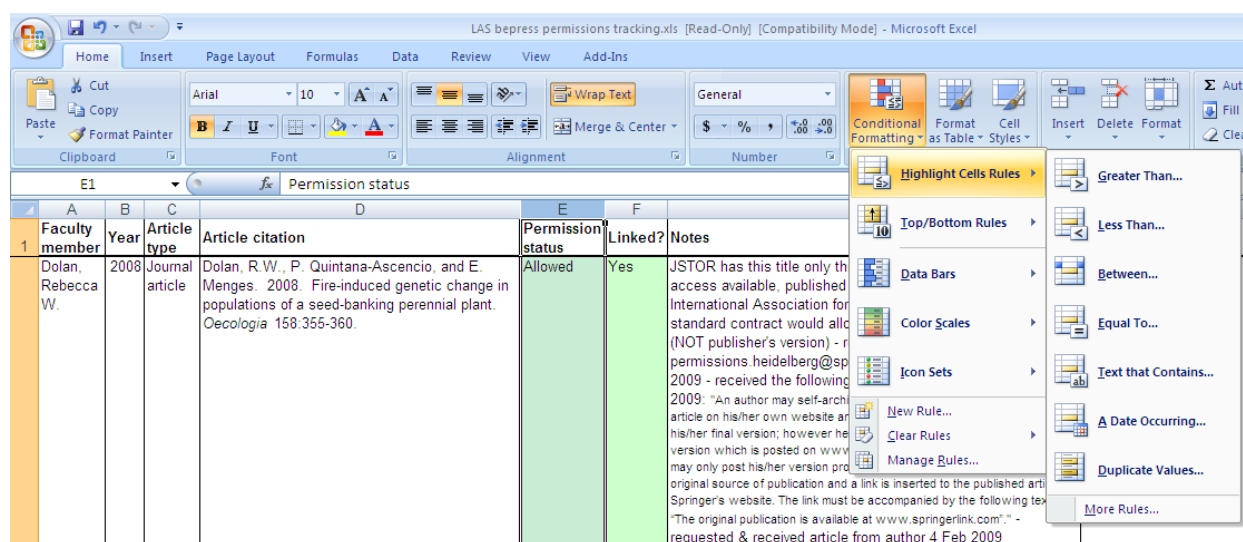
- The width of the drop-down list is determined by the width of the cell that has the data validation. You may need to adjust the width of that cell to prevent truncating the width of valid entries that are wider than the width of the drop-down list.
- The maximum number of entries that you can have in a drop-down list is 32,767.
- If the validation list is on another worksheet and you want to prevent users from seeing it or making changes, consider hiding and protecting that worksheet.

Conditional formatting

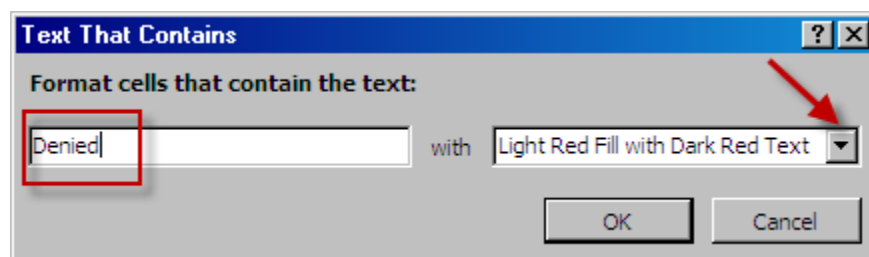
Conditional formatting is a means of automatically changing the formatting of a cell when a certain condition is met by the contents of that cell. These formatting changes can make it easier to scan a spreadsheet to see the status of the contents. The conditional formatting for a column of cells can be set by highlighting the column and using the Conditional Formatting icon in the Styles group of the Home ribbon, as shown below.



This causes a drop down menu to appear. Hover over the Highlight Cells Rules option to display another menu. For text-based spreadsheets like these, the Text that Contains option is the most helpful.

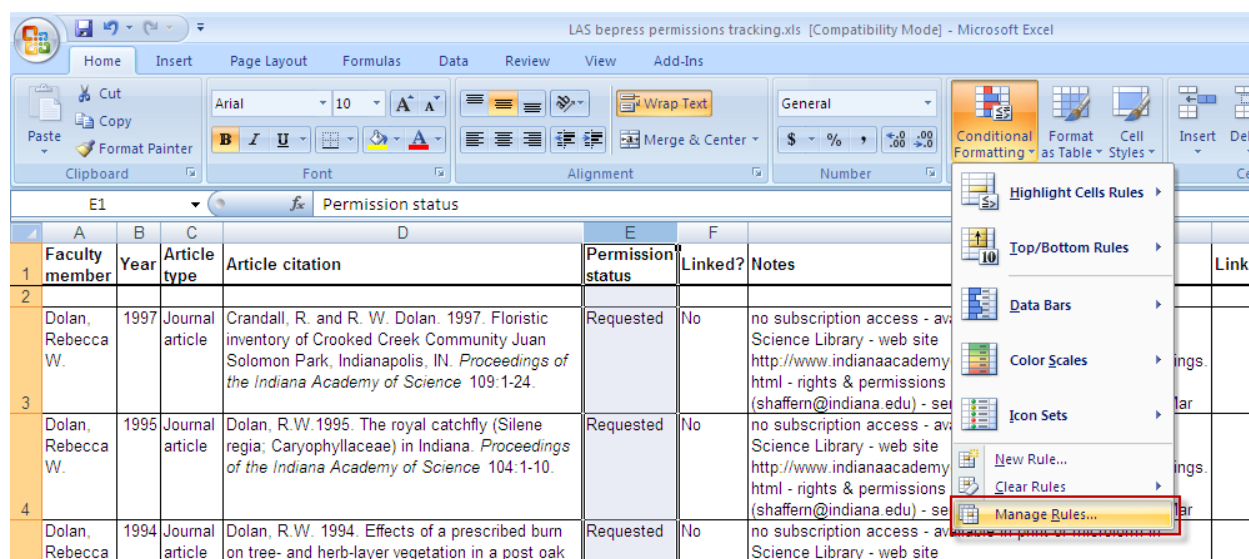


Selecting this will produce a pop-up box. Enter the text that should change the format change (for example, “Denied” in the option below) and enter the formatting that you would like to have applied using the drop down menu on the right. Select OK.

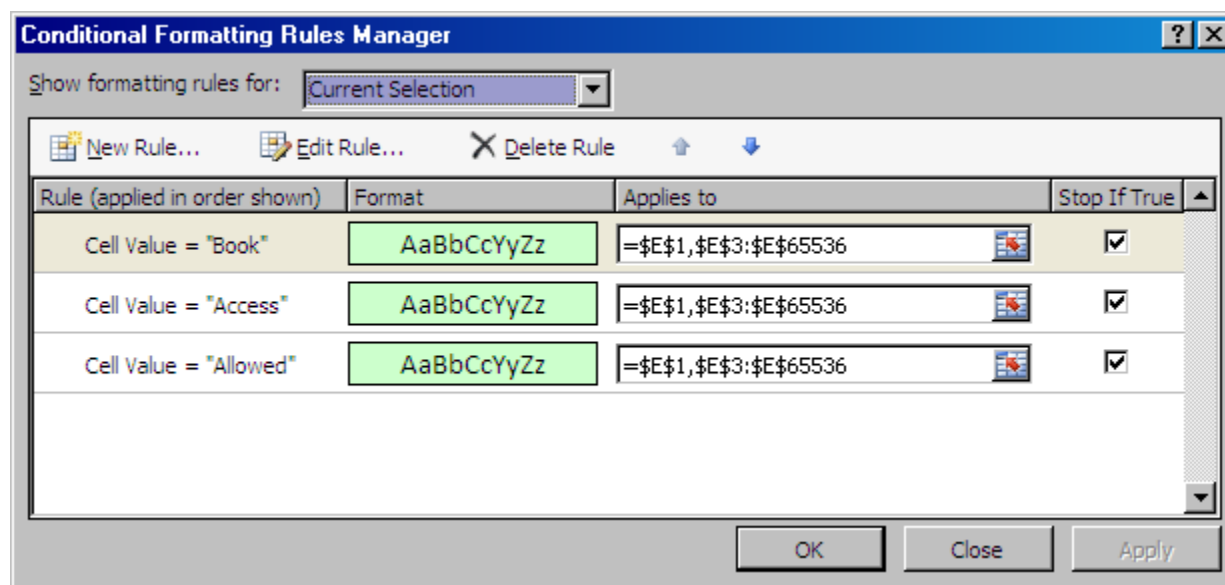


To view and manage all conditional formatting rules that have been applied to given selection of cells, highlight the column of interest and select the Conditional Formatting icon in the Styles

group of the Home ribbon to produce a drop down menu, as shown below. Select the Manage Rules option at the bottom of the menu.



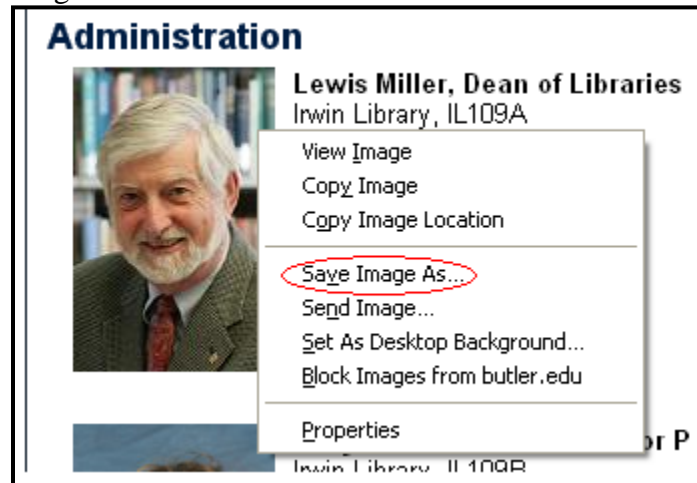
This will produce a pop-up window that will show all of the rules currently being applied to the selected cells. You can add, edit, and delete rules in this area. Click OK when you are satisfied with your changes.



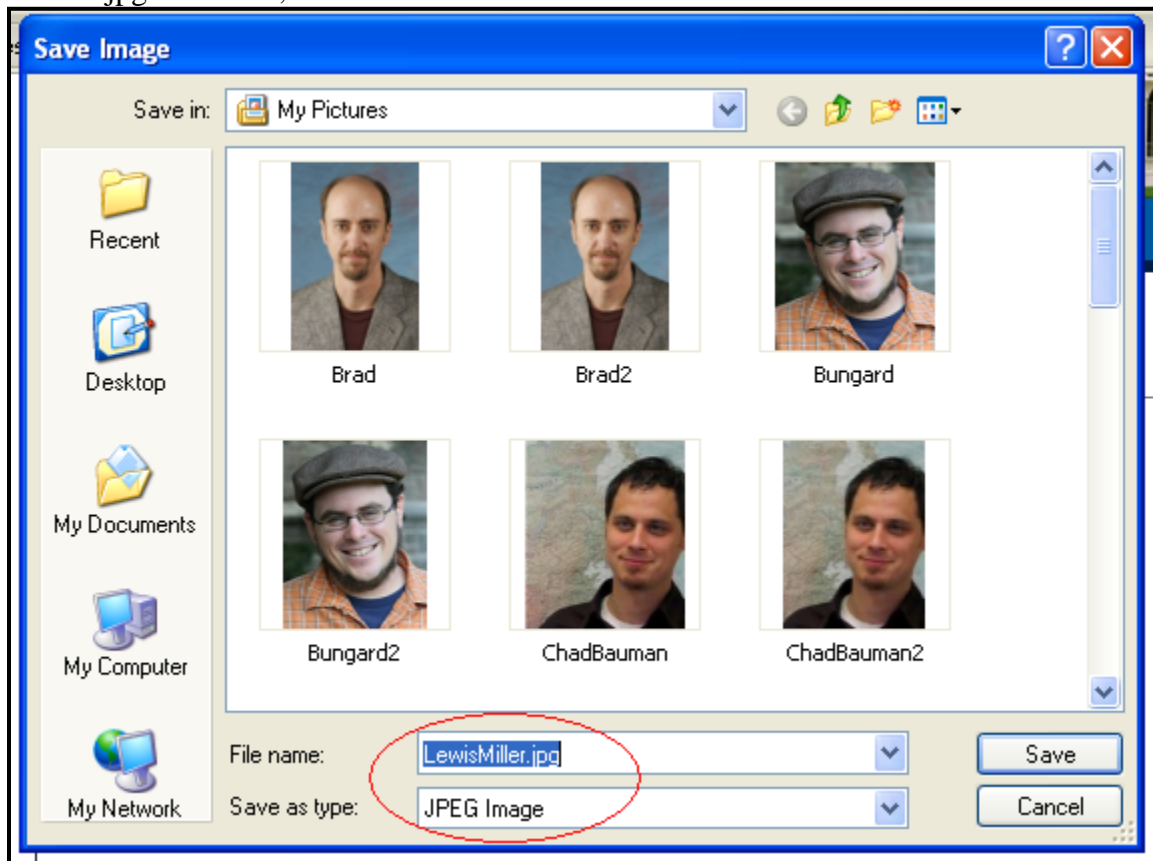
Appendix C: Saving and Re-sizing Photographs

Saving Photographs from a Web Page

In order to save a photograph from a web page, right click on the photograph. In the menu that pops up, select Save Image As.



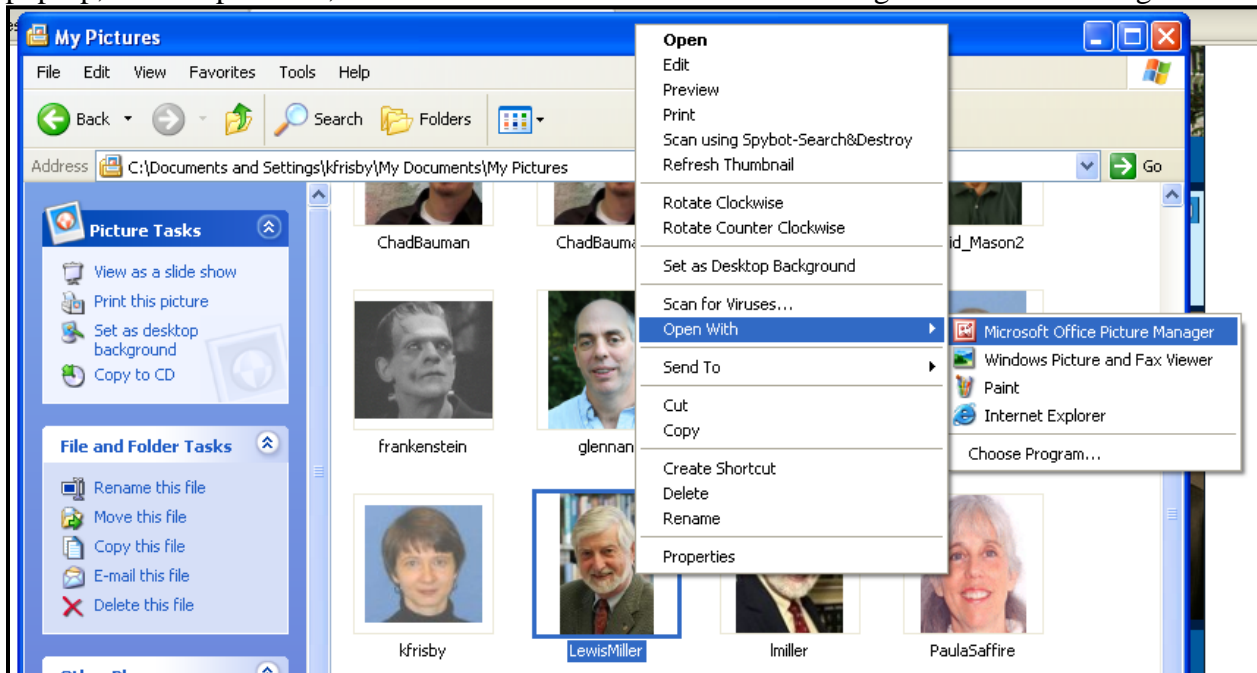
This will prompt a pop-up box for navigation to set the desired location for the picture to be saved in and entry of the desired name for the file. Set the file type to JPEG Image and name the file with a .jpg extension, as shown below.



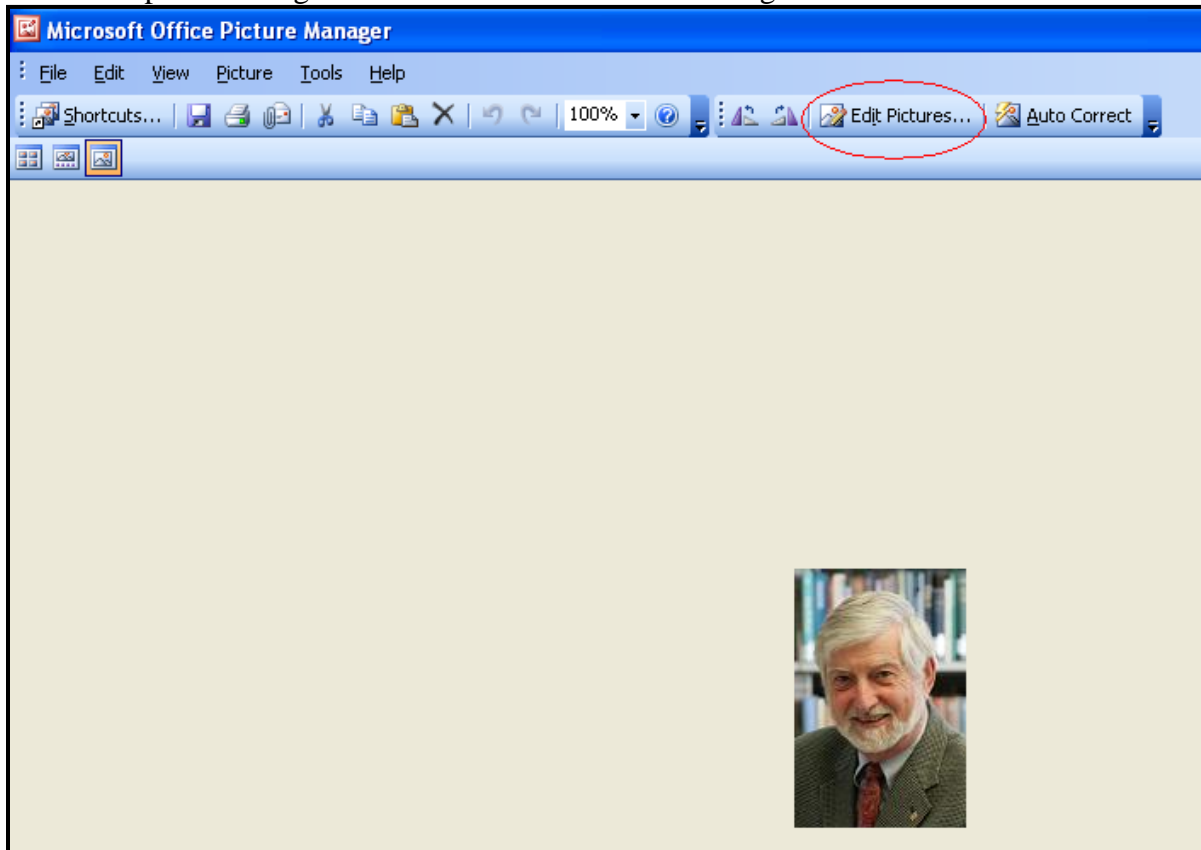
Select Save to save the image to your computer.

Re-sizing Photographs for use in Selected Works

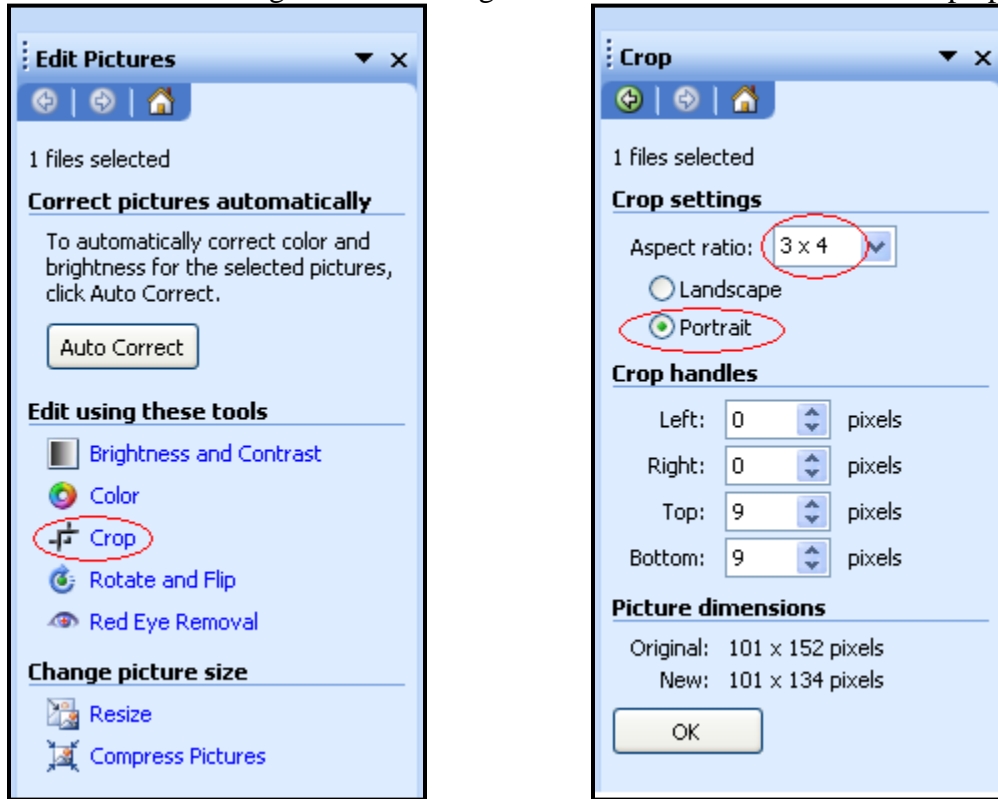
Navigate to the location where the image is saved and right-click on the image. In the resulting pop-up, select Open with, and select Microsoft Office Picture Manager from the resulting menu.



This will open the image in Microsoft Office Picture Manager. Select the Edit Pictures button.

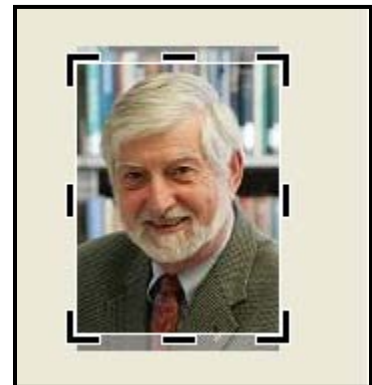


This will create an editing menu on the right side of the screen. Select the Crop option.



In the Crop menu that appears, select an aspect ratio of 3 x 4 and select Portrait. This will generate an area on the picture that is the correct aspect ratio to be used by Selected Works. (If the photos are sized with a different ratio, they will appear distorted on the Selected Works page.)

Move the highlighted area around to maximize the display of the person in the photograph (see at right). Select OK in the crop menu. Save the re-sized photograph using the Save function within Microsoft Office Picture Manager, or use Save As to save this version with a new name.



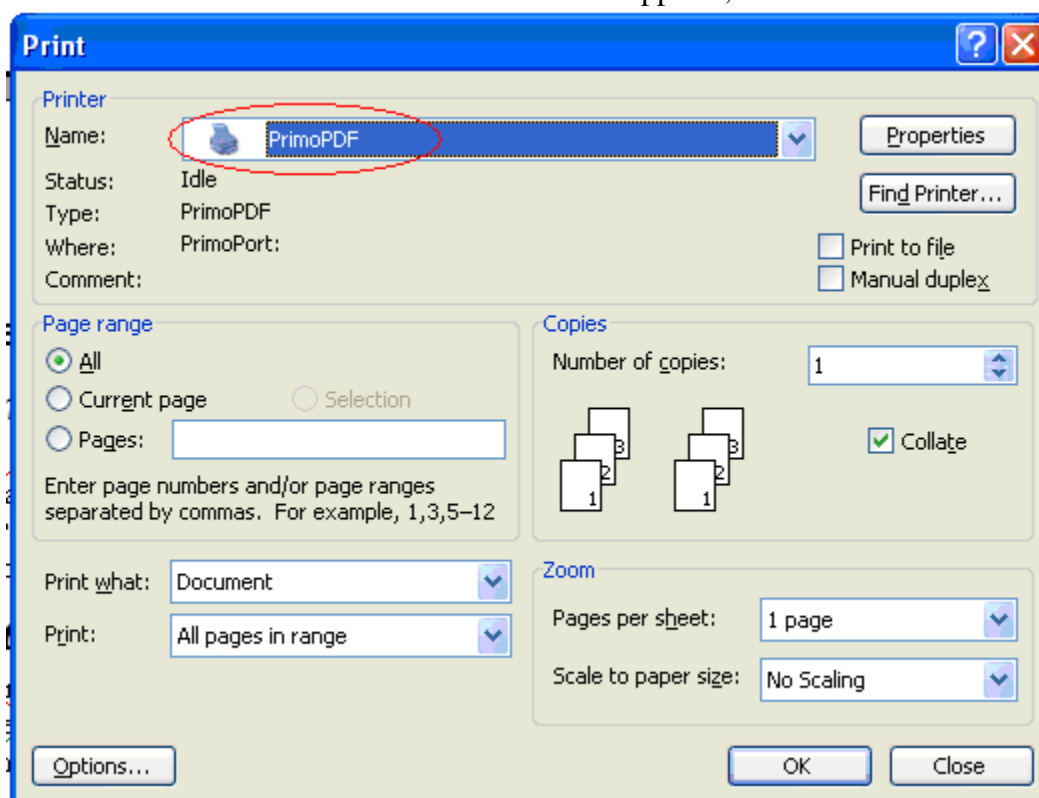
Appendix D: Creating PDFs with PrimoPDF

Download PrimoPDF

PrimoPDF is a free software product that allows you to print documents to a PDF file. Essentially, this allows for the conversion of any file into a PDF document. To download this software, go to <http://www.primopdf.com/> and select the Download-Free option. Follow the instructions to install the software on your computer.

Creating a PDF

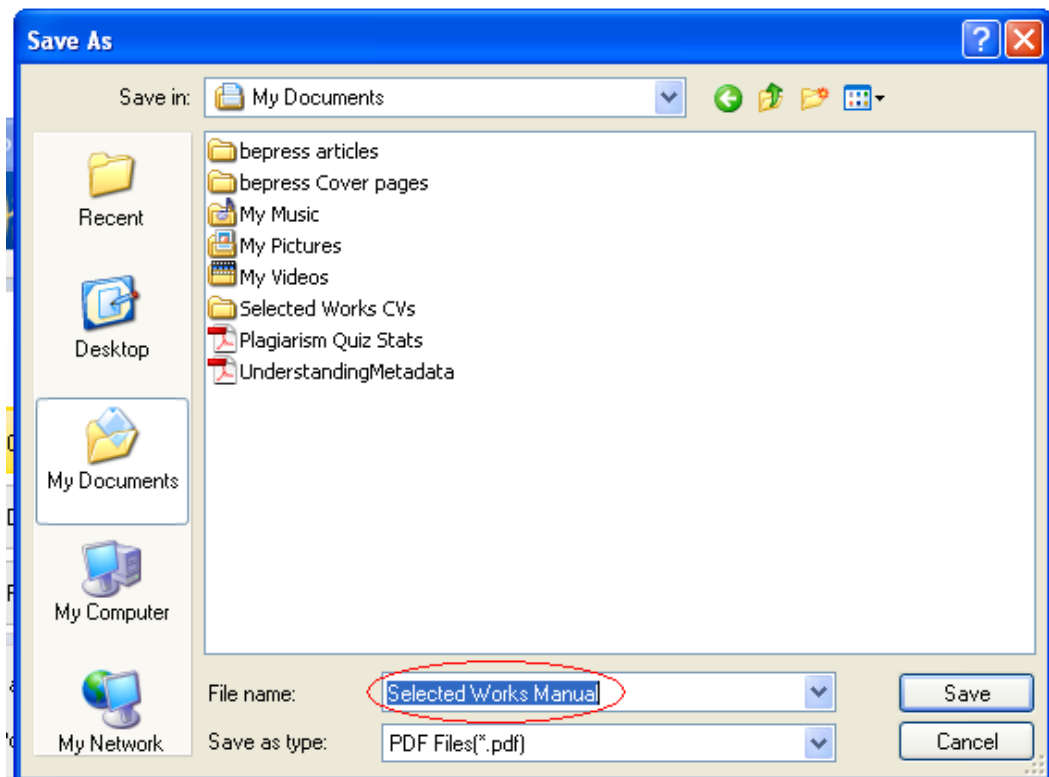
Once PrimoPDF has been installed on the computer, the creation of a new PDF document works just like printing. Open the document you wish to convert into a PDF, and select Print via the usual mechanism for that software. In the Print box that appears, select PrimoPDF as the printer.



Select OK. A new box will appear as shown below. Select the button with the ellipsis (circled in red) to select the location to which the file should be saved and enter the desired name for the new PDF file.



Navigate to the desired folder location and enter the desired file name in the area circled in red below. Click Save to return to the PrimoPDF screen shown above.



Click Create PDF to create the PDF document. It will automatically open the PDF document on your computer when it completes the conversion. The document will also be saved to the location that was specified.

Copying Text from a PDF

In order to copy text from a PDF document into another document, the PDF document must have been through OCR (optical character recognition). This is a process by which the image in the PDF document is converted to machine readable text. To determine if a PDF document has undergone OCR, attempt to select a line of text in the document. If you are able to select a line of text, then it has undergone OCR. If it will only select full pages, then it has not undergone OCR.

If you need to copy text from a PDF document which has undergone OCR, simply highlight the desired text and use the copy and paste commands to paste the text into another document, like Word. Be aware that the OCR process is one by which a machine “reads” the text and attempts to match it to recognizable characters. This can lead to the misrecognition of characters resulting in misspelled words in the copied text. It is important to thoroughly and carefully proofread all text copied from a PDF document.

If you need to copy text from a PDF document that has not undergone OCR, Adobe Acrobat is able to perform the OCR process. Project Manager has a copy of Adobe Acrobat on his computer and can perform this process for you to create a PDF document that will allow text to be copied.

Editing a PDF Document

This software is not capable of editing an existing PDF document. If the editing of a PDF document is required, Project Manager has a copy of Adobe Acrobat on his computer, so he can perform any necessary editing functions.

Appendix E: Basic HTML Tags for Selected Works

The only place that HTML tags can be used in Selected Works is in the Abstract area. Even there, the number of tags that are allowed is very limited. The following tags are the only ones that can be used in the Abstract area.

How to include HTML tags	
To get this effect:	Type this:
Bold phrase	<code>bold text</code>
<i>Italic phrase</i>	<code>Italic phrase</code>
Text with _{subscript}	Text with <code><sub>subscript</sub></code>
Text with ^{superscript}	Text with <code><sup>superscript</sup></code>
This is the first paragraph.	<code><p>This is the first paragraph.</p></code>
This is the second paragraph.	<code><p>This is the second paragraph.</p></code>

The way that HTML tags work is that it issues a command for how the text will appear. The first command (enclosed in angled brackets) tells the computer where the format change should start, the second command (also enclosed in angled brackets) tells the computer where the format change should stop. The contents of the start and stop commands are the same except that there is a / before the command in the “stop” position. The / means end.

Therefore, in each case above, typing the commands in the Type this column will generate the formatted text in the To get this effect column. The most commonly used tags are those for paragraphs. This is important for separating out the notes regarding link location from the abstract itself.

As long as the drop down for the format of the abstract is changed to paragraphs formatted with HTML tags, as shown below, the HTML tags will not appear in the abstract area. They will only create the formatting effects desired. If you are seeing HTML tags appearing in your abstract on the Selected Works page, check the drop down below and double-check to ensure that you have the correct start and stop commands for each pair.

<p>The format of the abstract is:</p> <div><div>paragraphs formatted with HTML tags</div><div>▼</div></div>

Appendix F: Request for Permission Letter Template

Instructions

Copy and paste the template below. Replace all bracketed, italicized text below with the appropriate information for whomever you are writing. To save some time, create your own template on your hard drive with your name and contact information already completed. Copy Project Manager on all e-mails to copyright holders.

Template

Dear *[publisher's permission dept / journal managing editor / etc.]*

I am writing on behalf of Dr. *[faculty member]* of Butler University to request permission to deposit an electronic version of *[his/her] [article / book chapter]* in Butler University's institutional repository.

The citation to the *[article / book chapter]* in question is:
[citation]

This request is for non-exclusive, non-commercial, one-time, single-use permission for this purpose ("educational and research") only. Copyright notice, citation of original publication data, DOI number, and a hotlink to your site (if desired) will be given.

Our repository is the institutional archive, maintained at Butler University for research and scholarship emanating from Butler University. A single electronic version will be archived and become available for viewing by visitors to the Library's Digital Commons site. For more information about the repository or its policies, please contact *[name]* at *[phone number]* or *[e-mail address]*.

May we have permission to deposit an electronic version of this *[article / book chapter]* in our repository?

Thank you for your consideration,

[Name]

[title]

Butler University Libraries

<http://www.butler.edu/library/>

[e-mail address]

[phone number]

Appendix G: Formatted Notes for Publication Abstracts

Instructions

Copy and paste the text below (from <p> to </p>) for the appropriate note in the abstract area for each publication to which you are creating a link. This alerts the user that they will not be directly accessing the full-text article when selecting the link.

Notes

Books (Butler catalog)

<p>Note: Link is to the catalog entry in Butler University's catalog. Users not affiliated with Butler University should check WorldCat (<http://www.worldcat.org>) for this item in local libraries.</p>

Books (WorldCat)

<p>Note: Link is to the catalog entry in WorldCat's catalog. Please see your local librarian for assistance in borrowing this item via interlibrary loan.</p>

Articles with Subscription Access

<p>Note: Link is to the article in a subscription database available to users affiliated with Butler University. Appropriate login information will be required for access. Users not affiliated with Butler University should contact their local librarian for assistance in locating a copy of this article.</p>

Articles with Fee-only Access

<p>Note: Link is to the article on the publisher's web site, which is available in full text for a fee.</p>

Conference web sites

<p>Note: Link is to the full abstract of this presentation on the conference web site.</p>

Appendix H: Cover page for Selected Works entries

Instructions

Unless the copyright holder has provided requirements that a specific attribution statement be used, use the template cover page below to create a cover page for the publication in Word. Enter the name of the company or person who holds the copyright. Enter a URL for the publisher's web site and [hyperlink](#) it. Enter the citation for the article. Enter the DOI, if available. If there is no DOI available, enter "Not available."

When pasting the URL into the Word document, it is important that the URL does not break over separate lines. Although the hyperlink will work properly in Word when split between lines, once the document is converted to PDF, the hyperlinks will remain but will not work if it is not all on one line. If the hyperlink is too long to be on a single line, shrink the font of the hyperlink text until it is all on one line.

If the copyright holder has provided specific language that must be used as an attribution, either add that language to the template below or replace the template below with the statement provided by the copyright holder, whichever is most appropriate.

If the copy of the publication is in Word, add this page as the first page of the document, then save the new document as a PDF document and send to Project Manager for uploading. If the copy of the publication is a PDF, send this cover page in Word along with the PDF document to Project Manager. He will combine the two documents and upload. If you have a hard copy of the document for Project Manager to scan, send a copy of this document in Word to Project Manager. He can combine this page with the scanned file before uploading.

Cover page template

Permission to post this publication in our archive was granted by the copyright holder, *[Company]* (*[URL]*). This copy should be used for educational and research purposes only.

The original publication appeared at:
[citation]

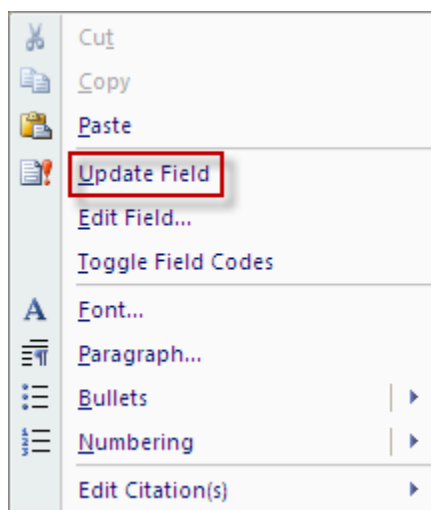
DOI: *[DOI]*

Appendix I: Editing this Manual

Instructions

Update this manual as needed. When updating is complete, save the manual. Now [Update the Table of Contents](#) to ensure that any changes have been captured.

Update the Last updated date on the [cover](#) of the manual as follows. The date is a field that is set to the Last Saved date. (Because you just saved the manual in the step above, this is now set in the document properties as today's date.) In order to update the field displayed on the document, right click on the date (you will notice that the date is in a gray box). This will cause a pop-up menu to appear. Select Update field, as shown below.



The date should now be updated on your document. Re-save the document. Keeping the Last updated field up-to-date is very helpful in comparing printed versions of the manual to the most recent version of the manual on the shared area.